



## Executive Manager - Business, Building and Events

Are you a highly skilled and organized Business, Building and Events Manager looking for your next career move?

We are seeking a responsible, energetic business, events and property manager to oversee and maintain our historical property and our administrative office. We have a \$500,000 rental and events business encompassing multiple events spaces and which we are looking to grow under this position. In this role, you will oversee office and building staff to provide insight to and optimize efficiency, and tend to and ensure all our contracts, buildings and grounds of the property are maintained and well-kept. Excellent people skills are a must, as you will frequently interact with congregational members, tenants, rental clients, contractors, and staff.

If you are someone with superb organizational, communication and relationship skills and looking to work within a highly reputable institution with humanitarian goals, explore our open role.

### **Overall responsibilities:**

This position will oversee and participate in the business affairs of the church, including regular and special maintenance programs and repair of our buildings and solicitation and negotiation of rental arrangements for any part of our buildings. This position will report to Senior Minister and will be subject to yearly performance reviews.

- Develop business plans and strategies to align with First U goals.
- Implement recommendations to improve processes and procedures.
- Estimate and establish cost parameters, budgets, campaigns, and potential ROI
- Review financial reports to improve budgets and annual operating costs.
- Support marketing, sales, public relations, and operations.
- Manage special projects (past projects have included: daycare center lease renewal, PPP loan, wheelchair lift, staff handbook)

- Oversee accounts payable and approve building related payments.
- Contribute to Human Resources administration, as needed (i.e. revise staff handbook, work with search committees)
- Maintain confidentiality of all employee, company, and vendor/client information.
- Adhere to legal guidelines and local, state, and federal laws.

### **Building Rentals and Events Management responsibilities:**

- Maintain property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
- Create a marketing and outreach strategy to increase our rental and event income.
- Establish rental rates by surveying local rental rates and calculating overhead costs, depreciation, taxes, and profit goals while balancing the mission of the congregation to be a community center with the need to increase revenue.
- Manage strong relationships with tenants and operating partners.
- Attract tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing our space.
- Manage communication with tenants by negotiating leases, collecting security deposit and certificates of insurance.
- Accomplish financial objectives by ensuring rents are collected and bills are paid.
- Manage property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, contracting with landscaping and snow removal services.
- Supervise building systems by contracting for maintenance services and supervising repairs.
- Schedule and supervise staff to ensure building security.
- Enforce occupancy policies and procedures by dealing directly with violations.
- Maintain Building Use Calendar for internal and external events.
- Provide day-of event management and support to ensure minimal stress and disruption to the clients' celebrations.
- Ensure proper staffing for all events and rentals.

### **Requirements and Qualifications**

- Able to make professional decisions and comfortable working in a non-profit environment.
- Strong relationships skills including excellent verbal and written communication.
- Able to multitask, prioritize, and manage time effectively.
- Self-motivated and self-directed.
- Comfortable in both a leadership and team-player role.

- Strong aptitude for numbers and financial reports
- Bachelor's degree in management, business, or related field
- Working knowledge of various computer programs (experience with Google Apps for business preferred but not required); proficient computer skills in Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- 3 – 5 years of previous experience in sales, management, customer service, finance, administration, or related field

As a member of our team, we look first and foremost for people who are passionate about working in business through innovation and administrative practices. You will be required to apply your depth of knowledge and expertise to all aspects of our office, as well as partner continuously with your many stakeholders, whether they be other staff members, tenants, or congregational members, to stay focused on common goals. We embrace a culture of experimentation and constantly strive for improvement and learning. You'll work in a collaborative, trusting, thought-provoking environment.

Our organization is committed to creating an inclusive organization where everyone can succeed based on merit. We understand that with our progressive values comes strength and innovation. We aim to hire and develop talented individuals who find creative ways to solve our problems using ideas that reflect the best of our shared points of view.

We look forward to connecting with you soon.

Schedule – This exempt position requires on-site presence during office hours, but the schedule is hybrid and flexible. Office hours are typically Tuesday through Saturday. (Saturday attendance will be needed when there is an event in the building)

This position offers a salary in the range of \$60,000 to \$70,000 depending on work experience, skills, knowledge, relevant education and/or certifications. This position will also include the opportunity to participate in our health and dental insurance plan, paid time off, and, after one year of employment, participation in our pension plan.

First Unitarian Congregation of Brooklyn is an Equal Opportunity Employer and employment with First Unitarian Congregation of Brooklyn is at will. We embrace differences. We practice openness. We believe everyone deserves an opportunity to succeed while bringing their whole self to work.