

Job Title:	Facilities Manager
Reports To:	Executive Director
Directly Supervises:	Manages in-house staff of 2 & vendors
Employment Status:	Full-time
Date:	February 2023

JOB SUMMARY: This key staff person will oversee and manage CBST's space, equipment, and maintenance staff on a day-to-day basis. Areas of responsibility will also include but not limited to: space use request forms, inventory & purchase order forms, working with outside vendors on maintenance needs, interface with outside parties inquiring about space use and rentals. This is both a hands-on and planning role, working collaboratively with other staff, lay leaders, and vendors.

Essential Functions

- **Maintain Space Use Calendar**
- **Create Space/Equipment/Maintenance Staff Request Forms** (to accommodate all House needs related to CBST activities, as well as individual member and non-member and outside organization programs) including fee agreement templates and proposed rates. **Create inventory system for ease of tracking & prepare Purchase Orders** for all supplies and equipment required for maintenance and repairs and the Facilities Department
- **Manage Maintenance Staff** to accommodate programs and handle cleaning and repairs that do not require vendor services; conduct evaluations and maintain staff files; when needed and authorized by Executive Director, conduct search to recruit staff
- **Identify appropriate space use opportunities and organizations** (based on criteria set by Board: i.e. the organization shall not promote any position in opposition to CBST's mission; CBST needs have priority; use is calendared upon formal signed agreements with deposit and insurance coverage; etc.); as directed by the Executive Director, **recruit and interface with appropriate organizations** for space use
- **Track expenditures and revenue;** report on Budget/Actual/Projected Revenue & Expenditures when called upon by Executive Director
- **Interface with Security** and local police precinct as appropriate regarding preparation for speakers and/or anticipated large gatherings at the synagogue
- Oversee mounting and maintenance of all **signage** – posters, banners, room use signs, etc. Ensure **Memorial Plaques** are current and lit correctly (based on lists provided by Ritual staff)
- Oversee **food service**, including coffee center, use of CBST kitchen, and vendor services for regular (i.e. weekly Kiddush, celebrations, programs, etc.) and special events at the site and CBST activities at other sites (i.e. High Holy Days at Javits). Obtain quotes, compare and make recommendations for food service vendors; periodically review alternative vendor pricing and service)
- Maintain and log maintenance of the surfaces, lighting and electrical systems, HVAC systems, exit lights, hardware, AV equipment, etc. throughout the facility. Prepare and manage **preventive maintenance plan**
- Serve a representative of the congregation to members, visitors, vendors, and the public

Core Competencies

- Ability to direct, manage, implement with agility; comfortable independently adjusting priorities as situations emerge on the fly, without needing direction to do so
- Respond to the overarching needs, with concern for detail, to help create a superb environment and exceptional experiences
- Track record of successful project management as a planner, coordinator, collaborator, and implementer
- Comfort working with clergy, senior staff, board members and other lay leaders, as well as support staff, goods and services vendors, and individuals and organizations with space use requirements
- Passion for non-profit/mission-based work
- Affinity for CBST's mission and history; Comfort, familiarity, and respect for the range of LGBTQ culture and identities
- Knowledge of Jewish culture and religious practice helpful
- Expertise with digital systems, Outlook, Teams, Zoom, shared drives, and other methods to streamline process, and successfully track and implement projects
- High level of interpersonal, time management, organizational, computer skills, collaborative spirit and sense of humor and grace under pressure
- Maturity and discretion

Expectations:

- 5+ years' experience in Facilities Management non-profit/religious experience preferred
- Be accessible via cell, text, email during reasonable hours, when needed. Own a smart phone.
- Experience with responsibly managing budgets in a non-profit environment
- Works collaboratively with Clergy, professional and support staff, and lay leaders; and interfaces with vendors, individuals and organizations regarding space use
- Be present and help coordinate at **Shabbat & holiday/festival services** on a regular basis (or ensure that there is appropriate support staff coverage), with specific commitment to personally oversee accommodations for all High Holy Day services/programs.
- Ability to speak, read and write English fluently
- Proficiency in the use of Microsoft suite
- Experience in synagogue or other Jewish organization a plus
- Current Driver's License.
- Obtain **Fire Marshall Status & CPR training** (fees paid by CBST)
- Benefits: Paid Vacation, Sick Leave, Parental Leave, Medical Insurance
- Salary: \$70,000 - 80,000, commensurate with experience

To Apply: Send resume to: employment@cbst.org

ABOUT CBST: Congregation Beit Simchat Torah (CBST) is a vibrant spiritual community and a progressive voice within Judaism. Founded in 1973, CBST welcomes gay men, lesbians, bisexuals, transgender, queer and straight individuals and families. Passionate, provocative, and deeply Jewish, CBST champions a Judaism that rejoices in diversity, denounces social injustice wherever it exists, and strives for human rights for all people.

Our congregation benefits from clergy, and rabbinical and cantorial interns, from the Reconstructionist, Conservative and Reform Movements of Judaism. Our administrative staff and lay leaders bring a diversity of backgrounds, expertise and experience to the community. Together, we take pride in our work and in the strong community that we lead, support, and learn with. **Join us in our warm and welcoming work environment.**