



April 16, 2025

## **Job Title: Property and Project Manager**

**Location:** Church of the Saviour, Wayne, PA

**Reports to:** Executive Pastor/Executive Director

**Position Type:** Full-Time, Exempt (45-55 hours per week)

**Salary plus Full Benefits:** \$45,000 - \$75,000 depending on experience

### **Overview**

Church of the Saviour (COS), located in Wayne, Pennsylvania, is seeking a proactive and mission-aligned Property and Project Manager to oversee the operations, maintenance, and capital projects for our vibrant 35-acre campus. This individual will play a key role in stewarding the physical resources of the church to support its ministries, events, and long-term vision.

### **Key Responsibilities**

#### **1. Property Management**

- Oversee the upkeep and maintenance of all buildings, grounds, and infrastructure on the 35-acre property.
- Develop and implement preventive maintenance schedules for HVAC, plumbing, electrical systems, security systems, and landscaping.
- Manage relationships with vendors, contractors, and service providers for ongoing maintenance and repairs.
- Conduct regular inspections to identify needs for repairs, safety issues, or facility improvements.

#### **2. Project Management**

- Lead planning and execution of capital projects, including new construction, renovations, and infrastructure upgrades.
- Work collaboratively with church leadership, architects, engineers, and contractors to ensure projects are completed on time, within budget, and with minimal disruption to ministry operations.
- Maintain detailed documentation of project plans, budgets, schedules, and approvals.
- Serve as liaison between contractors and the church to ensure clear communication and alignment with church values and objectives.

#### **3. Budgeting and Financial Stewardship**

- Develop and manage budgets for facilities operations and capital projects.
- Track expenses, secure bids, and ensure cost-effective solutions are pursued.
- Monitor energy usage and recommend cost-saving and environmentally sustainable improvements.

#### **4. Safety and Compliance**

- Ensure all facilities are compliant with local, state, and federal regulations (e.g., fire codes, ADA, OSHA).
- Oversee risk management related to property use and emergency preparedness.
- Maintain necessary documentation, certifications, and inspection records.

#### **5. Ministry Support**

- Collaborate with ministry teams to provide logistical and technical support for events, programs, and services.
- Maintain a service-oriented mindset, understanding that the physical environment plays a critical role in supporting the spiritual mission of COS.

### **Qualifications**

#### **Required:**

- Minimum 5 years of experience in property, facilities, or project management (experience with church or nonprofit organizations a plus).
- Strong organizational, leadership, and communication skills.
- Proven experience in managing budgets, contractors, and project timelines.
- Working knowledge of building systems, maintenance practices, and relevant codes.
- Proficiency with project management tools and Microsoft Office Suite.

#### **Preferred:**

- Degree, experience, or certification in Facilities Management, Construction Management, or related field.
- Familiarity with church operations and a heart for ministry service.

### **Personal Attributes**

- A committed follower of Jesus Christ, in agreement with the vision and values of Church of the Saviour.
- Servant-leader with a heart for stewardship, excellence, and collaboration.
- High integrity, self-motivated, and detail-oriented.

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#### **To Apply:**

Please send your resume and a cover letter explaining your interest in the role and your alignment with the mission of Church of the Saviour to [cos@coswayne.org](mailto:cos@coswayne.org).



Love God, Love Others, & Serve the World