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Position Title: Facility Manager
Reports to: Executive Pastor
Job Type: Full-Time

Job Overview:

The Facility Manager at First Baptist Church of Lincoln Gardens (FBCLG) will oversee the daily operations, maintenance, and strategic planning for all church facilities. This role combines hands-on management of the church's buildings with long-term facilities planning to ensure a safe, welcoming, and efficient environment for worship, ministry, and community activities. The Facility Manager will work closely with church leadership, vendors, and ministry teams to maintain the highest standards of building functionality, safety, and sustainability.

- Oversee the day-to-day operations of the church's main building, including offices, worship spaces, classrooms, and community areas.
- Ensure the cleanliness, safety, and functionality of all church buildings, including managing repairs, coordinating cleaning services, and inspecting HVAC, plumbing, and electrical systems.
- Serve as the primary point of contact for staff and ministry leaders regarding building-related concerns, responding promptly to maintenance requests or facility issues.
- Manage tenant relations, if applicable, including coordinating rental agreements, scheduling building usage, and resolving any building-related concerns.
- Develop and implement a comprehensive maintenance program, including preventive maintenance and long-term planning for building renovations or upgrades.
- Optimize the use of all facilities, ensuring space is used efficiently for church events, services, meetings, and community programs.
- Manage office layouts, storage solutions, and workspace assignments, coordinating any office moves or reconfigurations.
- Ensure all facilities meet health, safety, and accessibility standards, conducting regular inspections and maintaining compliance with local codes and regulations.
- Lead sustainability initiatives to reduce energy consumption, waste, and operational costs, while maintaining environmental stewardship.
- Manage relationships with external contractors and service providers for repairs, maintenance, and renovation projects.
- Negotiate contracts and service agreements to ensure high-quality and cost-effective solutions for church facilities.
- Oversee the performance of contractors and vendors, ensuring they meet church standards and contractual obligations.
- Work with Security Manager to develop and implement church-wide safety protocols, including fire safety, emergency evacuation plans, and security measures.
- Work with Security Manager to conduct regular safety audits and risk assessments, making necessary improvements to ensure the safety of all building occupants.

Rev. Danté R. Quick, Ph.D., Senior Pastor

Ali K. Wilson and Winston Kirton, Trustees Chairs - Lawrence Hibbert and Cynthia Gipson Lee, Diaconate Chairs - Leon Largie, Executive Director

- Stay up-to-date with local, state, and federal regulations related to building codes, fire safety, and accessibility.
- Manage the operational budget for all building and facility-related expenditures, ensuring efficient use of resources.
- Track and report on financial performance, identifying cost-saving opportunities and managing expenses related to utilities, maintenance, and building projects.
- Assist in capital planning, contributing to the long-term financial strategy for major renovations, repairs, and expansions.

Qualifications / Skills:

- Bachelor's degree in Facilities Management, Business Administration, or a related field (or equivalent experience).
- Minimum of 5 years in building or facilities management, preferably in a church or nonprofit environment.
- Strong project management, vendor negotiation, and financial management skills.
- Proficient in maintenance scheduling software and MS Office suite.
- Familiarity with building systems (HVAC, plumbing, electrical), safety regulations, and compliance codes.
- Excellent communication and interpersonal skills, strong problem-solving abilities, and a proactive attitude towards facility upkeep and improvement.

Working Conditions

- Availability to work flexible hours, including evenings and weekends, depending on church events and service needs.
- Ability to respond to emergency situations quickly and effectively.
- Physically capable of conducting building inspections and performing light maintenance work when necessary.

FBCLG offers a comprehensive benefits package that includes medical, dental, vision, paid time off and employee retirement plan.