

Job Title: Property Manager & Rental Coordinator

Reports To: Church Council

Position Type: Part-Time, Base Salary + Commission

Position Overview

The Property Manager & Rental Coordinator is responsible for generating rental revenue from the church building and property while ensuring the facility is well-maintained and accessible for renters. This role includes a small base salary with additional compensation tied to a percentage of rental revenue to incentivize performance. The ideal candidate will be proactive, organized, and capable of both managing the building's upkeep and driving rental opportunities.

Key Responsibilities

1. Rental Revenue Generation

- Develop, implement, and manage strategies to maximize rental revenue from the church's building and property.
- Market the church facility for rental use, including events, meetings, community gatherings, and other appropriate uses.
- Build relationships with potential renters and community organizations to secure recurring and one-time rental contracts.
- Negotiate rental agreements, ensuring all contracts comply with church policies and cover necessary terms such as rental rates, insurance, and liability.

2. Building Maintenance & Upkeep

- Ensure the interior of the building is clean, well-maintained, and presentable for renters and church functions.
- Perform minor maintenance tasks as necessary or coordinate outside services (e.g., cleaning services, contractors) for regular and specialized maintenance.
- Manage an inventory of cleaning and maintenance supplies, and handle minor repairs or report major repairs to the church council.

3. Coordination of Building Access

- Act as the primary contact for renters regarding access to the building.
- Coordinate schedules for rental events and ensure renters have appropriate access, including key management or managing a secure entry system.
- Oversee setup and teardown for rental events when necessary, either personally or through coordination with renters.

4. Administrative Duties

- Maintain records of rental agreements, schedules, and revenue.
- Provide monthly reports on rental activities, revenue generated, and building maintenance needs to the church council.
- Ensure that rental policies and church guidelines are clearly communicated to all renters.

5. Compliance & Safety

- Ensure compliance with local regulations and church policies for renting the facility.
- Regularly inspect the building for safety issues and coordinate any necessary repairs or maintenance to keep the property in safe, rentable condition.

Qualifications

- Proven experience in property management, event coordination, or a related field is a plus but not required for a motivated candidate.
- Strong organizational and communication skills.
- Ability to work independently and take initiative.
- Basic understanding of building maintenance and the ability to coordinate external service providers.
- Comfortable using basic office software (e.g., Microsoft Office, email) and scheduling tools.
- Knowledge of marketing or sales experience is a plus.

Compensation

- **Base Salary:**
- **Performance Bonus:** A percentage of rental revenue, designed to incentivize effective rental management.

Work Schedule

- This position is part-time, with flexible hours based on rental schedules. Some evening or weekend work may be required based on event timing.



Contact the office with questions: 440-442-6941
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