



Ankeny First United Methodist Church
Property Manager Position

Date of Posting: 4/29/2019

To apply, please submit a resume and completed application for employment questionnaire (pages 3-5) to:

Ankeny First United Methodist Church
Attn: Alicia Ver Huel
206 SW Walnut St
Ankeny, IA 50023

OR

Email resume and application to Alicia.VerHuel@AnkenyFirst.org

Applications will be accepted until position is filled. Questions can be directed to Alicia Ver Huel at 515-964-4249 or Alicia.VerHuel@AnkenyFirst.org.

Job Description

Title:	Property Manager
FLSA Classification	Salary/Exempt
Schedule Type	Part-time, 25 Hours/Week
Reports to	Financial Officer/Business Manager Pastors Staff Parish Relations Committee

Summary of Position

The Property Manager position is responsible for protecting, maintaining, and the direct management oversight of the commercial and residential properties owned by Ankeny First United Methodist Church. The goal is to maximize asset value through timely and valuable maintenance and upkeep of properties and to ensure safe places for church congregation and pastor living quarters.

Duties and Responsibilities

- Manage all property/building aspects of (3) worship locations, (3) parsonages, and other property/equipment owned by Ankeny First UMC
- Supervise and coordinate building/maintenance staff and volunteers on day-to-day activities and projects including, but not limited to, custodial, maintenance, construction, security, utilities, etc.
- Regularly inspect church properties/equipment and arrange/perform maintenance to meet safety standards and seasonal needs
- Identify and respond, as needed, to building and property emergencies in a timely manner
- Review and negotiate building lease/contracts as needed
- Develop and manage Trustee Committee budgets, expenses, and projects
- Attend monthly Trustee Committee meetings and volunteer workdays, including possible weekends and evenings, as scheduled

Desired Skills (Qualifications)

- Proven work experience as property manager and/or understanding of property management
- Knowledge of rules and regulations surrounding property management
- Basic construction, mechanical, and/or hands on experience with maintenance and repairs
- Customer focus and urgency in responding to property concerns
- Interpersonal skills with strong communication and problem solving skills
- Flexibility to respond and mitigate emergency situations and issues
- Well organized with excellent time management skills
- Basic competency in computer use
- Ability to pass comprehensive background check
- Commitment to Christ and appreciation of United Methodist Church
- Employee is frequently required to stand and walk, must occasionally lift and/or move up to 50 pounds

Compensation & Benefits

- Compensation will be based upon candidate's experience and qualifications
- 3% Pension contribution into 403(b) retirement account
- Vacation, sick, and bereavement leave

The Mission of Ankeny First United Methodist Church is to be an open and inviting community of faith through which God grows deeply committed Christians.



One congregation with three locations:

Uptown: 206 SW Walnut St.

Faith Chapel: 7384 NW 16th St.

Christian Life Center: 710 NE 36th St.

"The mission of Ankeny First United Methodist Church is to be an open and inviting community of faith through which God grows deeply committed Christians."

Office location: 206 SW WALNUT ● ANKENY, IOWA 50023-3043 ● 515.964.4249

APPLICATION FOR EMPLOYMENT

Please complete the following **APPLICATION** and return it, along with your **RESUME**, to the address of the office location listed above. You may attach additional sheets for response if needed.

Date _____

Name _____

Address _____

Phone number where you can be reached _____

E-mail address: _____

Position for which you are applying: _____

1. Why are you applying for this position?

2. Please list your employment history with dates of service (If you have had multiple positions, include at least the last three positions.)

3. From your previous education, employment or other experience, what do you believe qualifies you for this position?

4. What is your previous church experience (church membership, volunteer responsibilities, previous staff positions)?

5. What would you describe as your strengths and weaknesses in relationship to the position for which you are applying?

6. When would you be able to begin this position?

7. Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations?) Yes No

If yes, please explain:

PLEASE LIST THREE NON-FAMILY MEMBER REFERENCES WHOM WE MAY CONTACT AS PART OF THIS APPLICATION PROCESS, INCLUDING AT LEAST ONE PREVIOUS SUPERVISOR AND ONE PERSON WHO HAS KNOWLEDGE OF YOUR ABILITIES IN THE AREA OF THE POSITION FOR WHICH YOU ARE APPLYING.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

In the event that my application is accepted and I become employed by Ankeny First United Methodist Church, I agree to abide by the policies of Ankeny First United Methodist Church and to refrain from inappropriate conduct in the performance of my duties on behalf of Ankeny First United Methodist Church.

Signature

Date