



# CATHEDRAL *of* CHRIST THE KING

## Cathedral of Christ the King Director of Facilities Job Description October 2020

The Cathedral of Christ the King (CTK) and Christ the King School (CKS) are seeking a qualified candidate to serve in the role of Director of Facilities. Founded in 1937, CTK and CKS are situated on a shared campus in Atlanta, GA. The campus includes three properties totaling eight acres with nine buildings and 100,000+ square feet of space. The Director will be a part of the senior administrative team for a 6,000 family, dynamic parish and 570 student school seeking to know, love, serve and teach as Jesus did. This position has dual reporting to the Director of Operations at CTK and Principal at CKS.

Responsibilities include, but are not limited to:

- Develop a strategy and annual plan for the parish and school campus in coordination with Rector of Cathedral, Director of Operations and Principal, including review of existing maintenance and service contracts, upcoming planned repairs or upgrades, projects as needed.
- Oversight of the operation, maintenance, and repair of all of the campus buildings, electrical, mechanical, plumbing, control systems, security systems, emergency systems and campus grounds.
- Negotiation and oversight of maintenance, landscaping, cleaning, and security contracts.
- Attend and participate in weekly Director's meeting at CTK to ensure facilities department is aware of all upcoming events and support. Attend and participate in weekly administration meetings at CKS with same role.
- Supervise and manage a facilities staff of six full time and one part-time employee.

Background:

- Bachelor's degree or higher in Facilities Management, Engineering or related field.
- Five years' experience in managing a large and/or complex multi-purpose facility.
- Management experience.

**Skills:**

- Excellent oral and written communication skills.
- Flexibility to work both independently and collaborative with all constituent groups, including Pastor, staff, and volunteers.
- Strong desire to serve others in support of the over 100 ministries of the Cathedral of Christ the King.
- High level of organization.
- Ability to negotiate with vendors, facilities managers, etc.
- Ability to maintain confidentiality.

Interested candidates should send their resume, along with a letter of interest, to [jobopening@ctking.com](mailto:jobopening@ctking.com).