



THE LIGHTHOUSE CHURCH

Overview

The Lighthouse Church and Ministries seeks a technically solid and conscientious Director, Facilities. This leader is responsible for overseeing the management and maintenance of The Lighthouse organization's facilities across multiple locations to ensure the safety, functionality, efficiency, and sustainability of its physical environments (e.g., buildings, grounds, infrastructures, real estate) to enable it to achieve its goals safely, seamlessly and without disruption.

Responsibilities

Operational Management

- Lead, manage, and mentor a team of facilities and maintenance staff, as well as contractors across multiple sites.
- Establish and maintain standard operating procedures for facilities management, ensuring consistent practices and compliance with regulations.

Maintenance and Repairs:

- Develop and implement preventive maintenance programs to ensure the longevity and functionality of facilities and equipment.
- Coordinate and oversee maintenance activities, repairs, and renovations, ensuring minimal disruption to operations.

Regulatory Compliance:

- Ensure compliance with local, state, and federal regulations, as well as industry standards, including updating and maintaining safety codes, accessibility requirements, and environmental regulations.
- Implement measures to mitigate risks.

Space Utilization and Optimization:

- Analyze space utilization across sites and recommend improvements to optimize space efficiency and workflow.
- Plan and execute space reconfigurations and expansions to accommodate changing organization's needs.

- Work closely with departments to design and set up spaces that enhance productivity and stakeholder satisfaction.

Emergency Preparedness and Business Continuity:

- Develop and maintain emergency response plans and business continuity procedures for various types of incidents.
- Conduct regular drills and training to ensure all staff are prepared to respond effectively to emergencies.
- Collaborate with local authorities and emergency services to ensure a coordinated response.

Communication and Reporting:

- Provide regular reports and updates to the Chief of Operations and the senior management team on the status of facilities, projects, and budget performance.
- Communicate effectively with site managers, department heads, and staff to address concerns and provide timely information.

Technology and Innovation:

- Stay informed about technological advancements and industry best practices in facilities management.
- Implement innovative solutions and technologies to improve efficiency, sustainability, and user experience within the facilities.

Site Visits and Inspections:

- Travel between different locations to visit facilities and oversee operations.
- Regularly inspect various areas, including offices, worship, and congregant gathering areas, outdoor spaces, and more to maintain structural and environmental integrity. Often requires extended periods of physical agility and mobility e.g., standing, walking through large buildings, climbing stairs, and potentially lifting or carrying materials.

Qualifications

- Bachelor's degree or equivalent experience.
- 8+ years' experience in facilities management, managing multiple sites or locations, or similar role, preferably in a corporate or commercial setting.
- Relevant certifications such as Certified Facility Manager (CFM) or Facility Management Professional (FMP) is a plus.
- In-depth knowledge of facility management principles, including building systems, maintenance best practices, security protocols, and safety regulations.
- Excellent leadership and team management skills, with a track record of successfully motivating and managing diverse teams and driving results.

- Exceptional project management, organizational abilities, and attention to detail.
- Outstanding communication and interpersonal skills, with the ability to collaborate at all levels of the organization.
- Proficiency in Microsoft Office Suite. Proficiency in facilities management software, computer-aided design (CAD) tools a plus.
- Demonstrated ability to analyze data, create reports, make informed decisions and adapt to changing circumstances.
- Problem-solving aptitude, with the ability to make sound judgment and quick decisions during emergencies and crises.
- Familiarity with sustainability and energy-efficient practices in facilities management is a plus.
- Strong negotiation skills with vendors, venues, etc. to secure the best materials, resources, spaces, and prices.
- Flexibility to travel to different sites and work irregular hours, including evenings and weekends as needed, especially during emergencies and crises.

What we offer

- Competitive salary and benefits.
- Opportunities for professional growth and development.
- Ability to drive initiatives that shape the organization's success
- Opportunities to participate in events and programs of significant impact
- Hybrid work schedule

Salary offers are based on a wide range of factors including but not limited to relevant skills, qualifications, and experience.

About Us

The Lighthouse Church and Ministries is a dynamic rapidly growing organization that proudly supports more than 20,000 members, with five campuses throughout the Greater Houston, TX area including an online community with 900,000 unique weekly viewers globally, across all social media platforms. The Lighthouse Church and Ministries is fulfilling its mission and call to action to serve its members and the community by moving towards greater, turning away no one, expanding every person, setting a great atmosphere, accepting others through love, being authentic to who we are, and anticipating the presence of God in every experience.

The Lighthouse Church and Ministries is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex,

sexual orientation, gender identity, gender expression, pregnancy, age, national origin, disability status, genetic information, veteran status, or any other characteristic protected by law.

Interested candidates:

- Please email your resume to recruiting@lhouston.church
- All submissions must list **DF - TLHC** in the subject line
- All submissions **must list salary expectations**

Thank you for your interest in The Lighthouse Church and Ministries.