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OneWay Property Manager

Core Accountabilities

1. Lead, manage, and hold accountable the Facilities Team
2. Maximize Property P&L
3. Create, own and execute a Master Facility Plan
4. Ensure facility excellence across the board: cleanliness, safety, operational, inspirational, and beautiful
5. Maintain an always-ready punch list of facility projects and tasks for teams and volunteers
6. Oversee compliance with building codes, safety standards, and legal requirements

Key Responsibilities

- **Lead, manage, and hold accountable the Facilities Team:** Build and lead a high-capacity team with clear ownership across maintenance, cleaning, events, leasing, and administrative functions while creating consistent systems, communication, and accountability.
- **Maximize Property P&L:** Oversee the financial health of the property through wise stewardship of budgets, expenses, vendor relationships, leasing opportunities, and long-term property value.
- **Create, own and execute a Master Facility Plan:** Develop and maintain a strategic, forward-looking plan for repairs, upgrades, beautification, and space utilization that supports both immediate needs and long-term ministry goals.
- **Ensure facility excellence across the board: cleanliness, safety, operational, inspirational, and beautiful:** Maintain a facility environment that is consistently clean, safe, functional, guest-ready, visually excellent, and aligned with the mission and culture of OneWay.
- **Maintain an always-ready punch list of facility projects and tasks for teams and volunteers:** Prepare and organize clear, actionable facility projects that can be efficiently deployed to staff, volunteers, interns, and serve teams at any time.
- **Oversee compliance with building codes, safety standards, and legal requirements:** Ensure and maintain compliance with all applicable building codes, fire and life safety regulations, OSHA standards, inspections, permits, insurance requirements, and facility-related legal obligations to ensure a safe, operational, and legally compliant environment.

Details

Who you report to: Director of Operations

Hours: TBD (Part or up to full-time)

Title: OneWay Property Manager

Role: Maintain and maximize property as a thriving, excellent, mission-advancing base that grows in value and serves our teams, tenants, and mission well.