



# Metropolitan New York Synod

## Evangelical Lutheran Church in America

God's work. Our hands.

**Position description:** MNYS Synod Owned Property Manager

Reports to: Chief Operating Officer

Status: Part-time salaried

**Summary:** The purpose of this field position is to secure, repair, manage, monitor, advise and/or assist in liquidation or redevelopment of MNYS-owned properties. Certificate of Fitness in Sprinkler and Standpipe Systems is a plus.

1. Secure target property upon written directive from MNYS Supervisor
  - A. Gain access and secure property
    - Obtain keys/change locks and provide key copies to MNYS
    - Install high security multi-lock key system for primary entrance(s)
    - Disable locks at all other entrances
  - B. Secure local contractors to assist with initial security and repairs
    - Board up as required
    - Lawn care/snow clearing
    - Regular security visits
    - Provide support for repairs and clearing violations
  - C. Make safe
    - Check fire safety conditions (repair/replace smoke alarms, fire alarms)
    - Turn off gas, water, and electricity (if appropriate)
    - Assist with transferring and/or closing utilities
    - Make safe for walkers-by
      - a. Level sidewalk/walkways/driveways
      - b. Repair steps/ramps/railings
      - c. Clearing snow and salting sidewalks
  - D. Address hazardous conditions (Mold, wood rot, asbestos, broken glass)
  - E. Perform/Authorize/Supervise emergency repairs as needed
2. Perform an overall assessment of property (self-perform or with contractors)
  - A. Structural integrity
    - Beams/columns/supports (sagging, twisting, cracking)
    - Roof/parapet walls
    - Facades/foundations (cracks, lateral movement, freeze-thaw exposure)
  - B. Building envelope
    - Water infiltration (Roof, façade, doors, windows, foundation, downspouts, drainage)
    - Air infiltration (open vents, missing insulation, broken windows)
  - C. Interior conditions

- General condition of interior finishes (Paint, flooring, carpet)
- Infestations issues (rodents, insects, etc)

D. Mechanical

- Heating, cooling, boilers, heat pumps, water heaters, plumbing, sump pumps
- Electric service panels & subpanels, lighting, code compliance
- Utility meters (gas, water & electric)
- Chair lifts, elevators, dumbwaiters

3. Plan for property

- Be prepared to discuss building conditions and help determine proper course
- Help discern if architectural firm should perform professional Architectural Engineers Building Assessment and written report

4. Implement building improvement plan (as required)

A. Clean-out building

- Determination of useful items for other congregations and support transfer
- Complete clean-out or partial clean-out (depending on plan for site)

B. Assist MNYS

- Clear building violations
- Determine necessity of large work projects
- Write specifications and send out bid invitations for necessary large work projects
- Identify capable contractors and make recommendations for contract work
- Be available to meet with staff, executive board, synod council as requested.

C. Manage work progress

- Hire contractors directly as required
- Manage day to day operations, and/or work in progress
- Personally perform building work as time/circumstances allow
- Identify responsible contractors (nearby) for on-site property management

5. Manage and monitor property

- After initial work and repairs have been completed
  - Manage contractors to maintain property
  - Authorize new/ongoing repairs as needed
- Monitor general condition of the property and report as required

6. Determining best use of property

- Assist synod Committees
  - Be available to discuss future possibilities with Synod Council.

7. Sale of property – when needed

- Work with synod supervisor and real estate broker
  - Distribution of keys
  - Property maintenance during the interim period

8. Property Redevelopments Projects – when needed

- Participate in determination of best scenario for property redevelopment
- Developer relations/correspondence

- Participate in conference calls with all interested parties
- Serve as a member of working groups for properties under redevelopment
- Engage and work with professional space planner to assist Working Groups in determination of space requirements for new facility, as needed

To be reviewed after 6 months for adjustments and updates, as needed.

Date: December 15, 2025

Annual salary range - \$40,000-\$45,000

Please email cover letter and resume to [inquiry@mnys.org](mailto:inquiry@mnys.org)

Visit our website [www.mnys.org](http://www.mnys.org) for more information about Metro New York Synod of the ELCA.