



Position Title: Manager for Rentals and Events

Status: Part-time, 15 hours per week

Starting Salary: \$23,000 – \$25,000

Reports to: Dean of the Cathedral

FLSA Status: Non-exempt

Summary: Located on Boston Common, the Cathedral is a community of congregations including a program for unhoused persons and is a part of the vibrant downtown community. It is the spiritual center for the Episcopal Diocese of Massachusetts, one of the largest dioceses in the U.S., comprising 170 congregations across Eastern Massachusetts.

We're looking for a dynamic professional to help us live into our mission. In particular, the Manager for Rental and Events will focus on:

- Deepening our partnerships with organizations who share our space to create interactive, life-giving events.
- Hosting art exhibitions, performances, and educational opportunities that bring people together across differences, proclaim justice, and address relevant issues of our time.
- Raising the funds we need to live into the ministry to which we are called.

Essential Duties and Responsibilities

Building Rental Oversight (33%)

- Update and maintain lease agreements with long-term office tenants.
- Finalize new lease agreements with new tenants.
- Serve as the cathedral's primary liaison with tenants, to ensure they know procedures, emergency plans, and how to manage concerns about the space.

Events and Short-Term Rental Management (50%)

- Manage space use requests from short-term renters.
- Administering rental agreements, finalizing rental rates in conversation with the Dean.
- Be available to attend some events, as planned in collaboration with the Dean and Facilities Manager.
- Communicate set-up and special needs for short-rentals and events to Facilities Manager.
- Review rental rates, website information and forms, and policies regularly and update as needed.

Staff Team Participation (17%)

- Meet weekly with the Dean, Facilities Manager, and Receptionist.
- Participate in monthly Cathedral staff meetings.
- Attend special events, worship and core programs of the cathedral so as to understand the ministry and build relationships with the community.

Qualifications: Successful candidates will have energy, enthusiasm for our mission, and excellent verbal and written communication skills. Experience working in real estate and/or building management is a plus. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required Skills and Abilities

- Excellent verbal and written communication skills.
- Energy and enthusiasm for working with people on events planning.
- A love of problem-solving.
- Demonstrated ability to work as a member of a team in support of shared purpose.
- Experience working with budgets and other financial reports.

Computer Skills

To perform this job successfully an individual must demonstrate knowledge and proficiency in Microsoft 365 Suite of applications.

Work Environment: This job will involve a combination of work in the office, at home, and meeting with people in the diocese and the community (Eastern Massachusetts). A few Zoom meetings can be anticipated most weeks.

The Cathedral serves people of diverse cultures and backgrounds, including unhoused persons, in a busy urban neighborhood. We are committed to celebrating belonging, equity, inclusion and diversity within and among our congregations, employees and visitors, and candidates must be able to affirm these commitments. We are an equal opportunity and affirmative action employer. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

To apply: Please send cover letter and resume to the hiring committee at hr@diomass.org