



Events & Rentals Manager

Status: Full-time hours, 14 month contract

Working Days: Typically Monday – Friday; a spirit of flexibility is expected

About The Meeting House

We feel God is calling us into a new vision: Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House sites and expressions across Southern Ontario, and new Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise and heart to this transformation! Check out our website for more details: www.themeetinghouse.com.

Role

The Events and Rentals Manager leads this key revenue-generating ministry by developing and executing a solid revenue strategy and leading the team to provide great customer service to meet the overarching expectations.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Maintain and model spiritually thriving relationship with Jesus
- Be an advocate for The Meeting House in all interactions with clients
- Professional, articulate, friendly, and punctual
- Excellent conflict management and negotiation skills, ability to problem-solve in high pressure circumstances
- Ability to delegate and provide guidance to staff
- Meticulous and conscientious attention to detail
- Excellent written and verbal communication skills
- Ability to multi-task
- Proficient using Microsoft Word, Excel, PowerPoint, Google Drive and social media (Facebook, Twitter)
- Ability to work independently and in a team setting
- Must be physically fit to stand/walk for 8 hours; lift 30 lbs.
- Experience with VenueOps and Quick Books are considered assets
- Experience with AV tech is an asset

Responsibilities

- Oversee the Events and Rentals ministry including the business and revenue strategy and price model
- Provide management, feedback, coaching and development to the Events and Rentals staff, freelancers and clients
- Develop the annual revenue and cost budgets and plans, and ensure the team meets the targets
- Lead/participate in client meetings and events
- Coordinate all details related to outside rentals and events



- Ensure that the all financials are balanced each month, and regularly provide updates to Finance on payments and all other finances linked to events (aging reports, late payments, deposits)
- Implement processes to streamline event planning on a 3-6 month cycle
- Ensure all staff hours are utilized well, and always be looking for ways to streamline and gain efficiencies
- Ensure all staff, freelancers and volunteers see their role as an opportunity to talk about our church and Jesus as our purpose
- Proactively work with appropriate Oakville and cross-regional staff to ensure that Rentals and Events do not conflict with any Meeting House events
- Ensure clients are using the building in accordance with Meeting House Policies and procedures, and in accordance with the Rental Agreement
- Ensure policies and procedures are up to date and legally compliant
- Ensure processes are documented, clear and technology use maximized
- Oversee Rentals website
- Act as Fire Warden in case of evacuation
- Other duties, as required

Relationships

Reports to: Facilities Manager

Direct Reports: Events Associates

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.