

OKONTOE FELLOWSHIP

GRAND MARAIS, MN

JOB DESCRIPTION: PROPERTY MANAGER

Note to Candidates

Thank you for considering this role and opportunity to serve the ministry of Okontoe Fellowship. This position is vital to the stewardship of the land, facilities and hospitality that make Okontoe a place of refuge and renewal. We believe the Lord will bring forward the right person or couple to care for this property and ensure it reflects the mission and values of Okontoe Fellowship. The Board of Directors stands ready to assist and support our new Property Manager.

Role Summary

Okontoe Fellowship is a 501c3 ministry located off the Gunflint Trail near Grand Marais, MN. The property surrounds Bow Lake and includes year-round homes, a 30+ site campground, cabins, a chapel, and a group camp with a dining hall/lodge and kitchen. The Property Manager will oversee the day-to-day operations, maintenance, and stewardship of these facilities. This role ensures that the grounds and buildings are safe, welcoming, and aligned with the Christian mission of Okontoe Fellowship. The Property Manager will also coordinate hospitality for guests, supervise staff and volunteers, manage budgets for property upkeep, and partner with the community to support events and ministry activities.

Essential Duties and Responsibilities

Facilities Maintenance and Operations

- Develop and implement plans for maintaining, repairing and improving cabins, campground, chapel and outbuildings.
- Oversee landscaping, mowing, utilities and routine inspections of buildings, grounds, vehicles and equipment.
- Ensure all facilities remain clean, safe and operational for staff, guests and visitors.

Guest Services

- Provide hospitality and a welcoming environment for guests and visitors.
- Coordinate bookings for cabins, campground and events.
- Manage guest check-in/check-out processes and maintain accurate records.

Staff and Volunteer Coordination

- Supervise staff and volunteers engaged in maintenance, janitorial and landscaping duties.

- Train and mentor volunteers to serve in alignment with Okontoe's values.
- Set expectations and review performance of staff and volunteers.

Budget Management

- Seek funding opportunities for property upkeep, repairs and improvements.
- Develop and implement fundraising strategies to cover operational costs, including compensation.
- Maintain detailed records of funds raised and expenditures related to property management.

Community Engagement

- Partner with church leaders and local organizations to foster community connections.
- Support retreats, worship services and community service activities on the property.

Compliance

- Ensure all facilities meet local health, safety and zoning requirements.
- Maintain accurate documentation of inspections, permits, and licenses.

Spiritual Stewardship

- Uphold the Christian values of Okontoe Fellowship in all aspects of property management.
- Maintain spaces conducive to worship, reflection, and fellowship.

Organizational Relationships

- Directly accountable to the Okontoe Fellowship Board of Directors or Executive Director.
- Responsible for staff and volunteers engaged in property-related duties.
- Provide reports on property operations, maintenance and property maintenance budgets as requested by the Board.

Qualifications

- A person whose values and passion for ministry align with the vision of Okontoe Fellowship
- Strong organizational and communication skills
- Experience in property management or a similar role
- Demonstrated ability to raise funds and develop donor relationships
- Ability to collaborate with people while making difficult decisions
- Alignment with the nonprofit's Christian mission and values
- Satisfactory Background Check

Work Schedule and Benefits

- Full-time position during the open season and possibility to be seasonal or part time in the off-season. Approximately 40 hours per week, with additional hours during the open season.
- This position may be seasonal or year-round depending on the candidate's availability and skill set.
- Compensation is based on funds raised by the Property Manager to support operational costs and their role.

If you would like to learn more about the Property Manager position, please contact: Bridget Barr (Treasurer of Okontoe Fellowship Board and Interim Executive Director) or Bob Boddy (Chairman of the Okontoe Fellowship Board of Directors):

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