

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-facilities/>

Director of Facilities

Description

The Diocese of Nashville is seeking a Director of Facilities to lead the management and stewardship of facilities operated by the Mission Support Office (MSO), including the Catholic Pastoral Center (CPC) and select diocesan properties. This position does not oversee parish or school facilities across the diocese.

The Director of Facilities plays a critical role in supporting the mission of the diocese by ensuring facilities are safe, reliable, well-maintained, and effectively utilized in support of diocesan operations and ministry activities.

This is a leadership and coordination role, overseeing a small internal team and external vendors, not a primary hands-on maintenance position.

Essential Duties and Responsibilities

- Lead day-to-day operations of CPC and select diocesan facilities
- Supervise facilities staff and manage maintenance and work order systems
- Develop and execute preventive maintenance and operational plans
- Oversee capital projects (renovations, system upgrades, tenant buildouts) by maintaining a defined scope, schedule and budget.
- Manage vendors, contractors, and external consultants and can ensure quality performance, cost control, and appropriate use of external expertise.
- Ensures compliance with building and fire codes, life safety requirements, ADA standards.
- Can identify and proactively manage risks related to ageing infrastructure, system failures, and safety concerns.
- Coordinate use of CPC and related facilities by both internal diocesan department and ministries, as well as external tenants or approved groups through the managing of the schedule, space allocation, and ensuring event readiness for facilities.
- Establish policies for external use, agreements, and access
- Develop and maintain multi-year capital plans for facilities identifying and prioritizing major system replacements, deferred maintenance, and infrastructures improvements.
- Develop and manage facilities operating budgets for the CPC and select diocesan facilities.

Education and Experience

- 7+ years of experience in facilities management, building operations, or related field
- Bachelor's degree in Facilities Management, Engineering, Construction Management, or related field is preferred.
- Experience overseeing commercial or institutional facilities
- Strong project management and vendor management experience
- Working knowledge of HVAC, electrical, plumbing, and building systems
- Demonstrated ability to lead teams and manage competing priorities

Other Skills

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

April 16, 2026

Valid through

31.07.2026

Interested candidates should submit a resume and application on [Paylocity by clicking here.](#)

- Knowledgeable on HVAC, electrical, plumbing systems, building controls, and life safety systems.
- Organized and systems-oriented
- Strong communicator and problem solver
- Able to manage projects, vendors, and internal stakeholders effectively
- Comfortable working in a mission-driven, service-oriented environment

How to Apply

Interested candidates should submit a resume and application on [Paylocity by clicking here.](#)