



# Seventh-day Adventist® Church

TEXAS CONFERENCE

## JOB POSTING

**DATE:** May 19, 2026  
**TITLE:** **Director for Property Management/Development**  
**REPORTS TO:** Texas Conference Treasurer/CFO  
**STATUS:** Full-time, exempt  
**RATE:** 87%-102% (\$73,706 - \$85,296)

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The Texas Conference (TXCONF), and the Texas Conference Association of Seventh-day Adventists (TCASDA) operates and holds ownership in trust for many SDA churches and schools in Eastern Texas.

The property and equipment are as diverse as the local leaders tasked with caring for it. TXCONF recognizes the need for a Property Manager to facilitate Christian stewardship of local and corporate assets.

### GENERAL JOB DESCRIPTION

- The primary responsibility of the Property Manager is to oversee the faithful stewardship of TXCONF assets, collaborating effectively across diverse cultural contexts.
- The Property Manager will work closely with Departmental Directors and local leaders to ensure that assets and support services are available and responsive to organizational needs.
- The Property Manager will coordinate directly with the Treasurer/CFO and the Association Secretary to maintain TCASDA properties in a safe, functional, and visually appealing condition.
- The Property Manager is responsible for ensuring all TXCONF properties adhere to applicable policies, regulations, and compliance standards.

### MAJOR DUTIES AND RESPONSIBILITIES

- Provide guidance and support to churches and schools undertaking major construction projects, ensuring alignment with TXCONF policies and procedures. This includes assisting in the selection of architects, engineers, construction managers, and general contractors.
- Assist with the acquisition and disposition of property.
- Review and evaluate contracts related to construction projects, real estate transactions, lease agreements, and right-of-way easements.
- Oversee the processing of pay applications for construction projects.
- Partner with TXCONF churches and schools to ensure properties are properly titled and adequately insured.
- Maintain consistent, effective, and timely communication with constituents and internal team members.
- Serve as a member of the Association Board of Directors.

## **MINOR DUTIES AND RESPONSIBILITIES**

### **Texas Conference Headquarters**

- Supervise and maintain an attractive and safe property year-round.
- Ensure proper operation of all plumbing, electrical and HVAC systems, and make minor repairs.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree preferred, plus 3 years of related experience in managing construction projects and/or commercial/residential real estate.

## **COMMITMENT TO SEVENTH-DAY ADVENTIST FAITH AND TEACHINGS**

- Must be committed to the mission of the Seventh-day Adventist Church and the Conference and actively live this mission through all work performed.
- Must be a baptized member of the Seventh-day Adventist Church in regular standing.
- Must remain an active and tithing member of the Seventh-day Adventist Church throughout employment.
- Must be a positive model and teacher of Seventh-day Adventist faith and teachings.

## **LANGUAGE SKILLS**

Demonstrated ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Skilled in responding to inquiries and resolving complaints from customers, regulatory agencies, and members of the business community. Proven ability to develop and deliver speeches and presentations, and to effectively communicate information to senior leadership, public audiences, and boards of directors. Bilingual proficiency in Spanish is an asset.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to work with various personality types and ensure empathy for emotions under pressure.

## **OTHER SKILLS & ABILITIES**

- Computer literacy is required. Knowledge of MS Office, MS 365.
- Ability to work well in difficult and stressful situations and must be culturally sensitive.
- General knowledge of building inspections.

## **KEY COMPETENCIES**

- Self-motivated.
- Ability to see needs and perform corrective action.
- Ability to communicate in an inclusive manner with sensitivity to cultural differences.
- Ability to lead with a team approach.

## **WORKING CONDITIONS**

This position operates in a fast-paced environment that requires continuous workflow management and frequent phone communication with constituents. Work duties are performed in both indoor and outdoor settings. The role involves travel, both locally and outside the area, as

needed. Standard office hours are Monday through Thursday; however, travel is often required on weekends.

**Candidate must be authorized to work in the United States.**

### **APPLICATION PROCESS**

To apply, please submit the following to Tatiana Meharry, Human Resources Director, [hr@txsda.org](mailto:hr@txsda.org):

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

*PDF format preferred for all documents being submitted.*

*Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.*