

Churchome

Job Description

Real Estate Director

I. PURPOSE

The Real Estate Director leads and oversees all departments, initiatives and projects related to the buildings and other real estate of Churchome ensuring that our properties serve Churchome's purpose, values, focus and strategy.

II. TARGETS

- Maintenance, Custodial, Real Estate Development and any future Real Estate departments are resourced, equipped and empowered to centrally support all locations.
- Projects are carried through to completion, on budget and according to plan.
- All current and future locations are kept in excellent condition with comprehensive plans for their upkeep and refurbishment by experienced contractors, expert staff, and trained, well-resourced volunteers.

III. RESPONSIBILITIES

- Departments
 - Regular meetings with department heads for prioritization, clarity, training, and measuring progress and results.
 - Regularly evaluate and revise building and real estate processes to ensure adherence to best practices, eliminate redundancy and increase efficiency.
- Projects
 - Oversight of all real estate and building projects for all locations, collaborating with department heads as needed to ensure all projects are completed on budget and according to plan.
 - Develop and manage budgets for projects together with the Director of Finance.
 - Inspect projects to ensure fulfillment of plans and adherence to all local/state/federal regulations.
 - Effectively communicates with all departments/locations affected by projects to keep everyone updated as needed.
- Locations
 - Oversight of all real estate leasing, purchases, or sales for Churchome.
 - Development of both short and long-term comprehensive maintenance and upkeep plans for all existing buildings including timelines and budgets.
 - Regular inspections of all locations.
 - Creation of a comprehensive training plan for all staff and volunteers at Churchome locations to ensure excellent upkeep of the buildings.
 - Collaboration with the Business Executive Pastor and Leadership Team in developing strategic planning.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with Business Executive Pastor
- Weekly meetings with the Business Executive Pastor
- Any additional team or initiative/project-based meetings.

V. FOLLOW THROUGH

- As targets are being met on a consistent basis, continue to train up and empower leaders who will enable Churchhome real estate and building departments and functions to continue to grow in effectiveness and impact.
- If targets are not being met on a consistent basis, meet with the Business Executive Pastor to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Bachelor's degree in Real Estate, Facility Management, Business or related field preferred.
- Previous experience in real estate development and project management required.
- CCIM or equivalent designation desirable.
- Minimum 5-7 years of relevant experience is required and prior experience with managing and leading others is preferred.

Knowledge/Skills:

- Excellent leadership and organizational skills.
- Assertive but tactful, able to understand and work well with a variety of personality types.
- Proven knowledge of building codes, laws and regulations.
- Competence with relevant computer programs, such as Google email, spreadsheets (Google Sheets or Excel) and documents (Google Docs or Word).
- Ability to work in a fast-paced environment.
- Excellent communication skills, both oral and written.
- Ability to delegate tasks, lead and manage personnel effectively and make sure tasks are completed correctly and efficiently.
- Understanding of business and management principles involved in asset strategic planning.
- Skill with resource allocation, project management and business analysis skills, with the ability to foresee issues, develop constructive solutions and provide decisive recommendations.
- Ability to work independently and respond quickly on multiple projects while balancing priorities/deadlines.
- Knowledge and experience in real estate acquisition practices, entitlement processes and development.

Work Status: Exempt, Salary, Full-Time

Supervisor: Business Executive Pastor

Staff Supervision: Maintenance Manager, Custodial Manager and Real Estate Development Manager

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.