



The
Episcopal Diocese
of New York

Director of Diocesan Property Services

Reports to: Chief of Finance & Operations

Classification: Full-Time, Exempt | Director

Location: New York, NY; in person, with travel throughout the Diocese

About the Diocese

Founded in 1789, the Episcopal Diocese of New York encompasses 190 congregations, chaplaincies, and schools in Manhattan, the Bronx, Staten Island, and the counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester, worshipping in eleven languages. The Diocese and its parishes steward more than 180 churches, rectories, schools, and parish houses valued in the billions of dollars—many historic or landmarked, with significant deferred maintenance and redevelopment potential.

Position Summary

The Director leads the Diocese's strategy and operations for real estate, buildings, and capital assets and serves as its primary property advisor, overseeing transactions and development, capital planning, construction advice, emergency and consultant grants, and ongoing support for congregations. Working with clergy, parish leaders, diocesan counsel and committees, consultants, developers, and public agencies, the Director creates asset strategies that address maintenance, plan for growth or consolidation in support of mission, and improve property performance. The role calls for an enterprise leader and problem solver who responds effectively to crises, exercises sound and transparent judgment, and builds trust and capacity in a decentralized organization with shared authority.

Essential Functions

Strategic Property Leadership: Develop and implement a portfolio strategy setting priorities for capital investment, preservation, redevelopment, and disposition, based on a portfolio-wide view of condition, risks, and long-term needs. Advise the Bishop, Bishop's Staff, Real Estate and Standing Committees, and other bodies with clear analysis and recommendations.

Real Estate Development and Transactions: Advise on and lead sales, development, and ground leases for the Diocese and its parishes from due diligence through closing, including highest-and-best-use, adaptive reuse, and affordable housing or mission-aligned opportunities. Ensure, with Diocesan counsel, compliance with civil, regulatory, and canonical requirements, and direct asset management of diocesan-owned properties with Administrative Authorities.

Capital Planning and Construction: Oversee a centralized pipeline of capital projects, grants, and transactions with tracking, budgeting, and reporting systems; administer designated diocesan construction funds; commission facility assessments; and coordinate major repairs of diocesan and vacant buildings, selecting and managing architects, engineers, contractors, and other consultants.

Congregational Property Support: Advise clergy, wardens, and vestries on scoping, bids, budgets, and contractor proposals; build their capacity through workshops, templates, and peer

learning; oversee diocesan grant and loan programs and lead the Property Support Committee; and help parishes secure preservation grants, historic tax credits, and other external funding.

- **Compliance, Risk, and Sustainability:** Monitor compliance with building, zoning, accessibility, environmental, and landmark requirements; coordinate with insurers on valuations, claims, and loss prevention; oversee tax exemption filings for seventeen diocesan properties; maintain property records with Finance; and advise the Creation Care Committee and parishes on decarbonization and energy performance.

Supervisory Responsibilities

Leads the Property Services team (two direct reports, potentially growing to include a third role and/or interns) and directs property and facility managers and outside vendors.

Qualifications

Required

- Bachelor's degree in architecture, real estate, planning, engineering, or a related field.
- Seven or more years in real estate, property management, capital projects, or facilities, including five or more in a supervisory role, with experience in transactions, leasing, development, or asset management.
- Working knowledge of design, construction, preservation, zoning, landmarks, codes, and building economics.
- Proven success managing multiple complex projects, budgets, and deadlines, and turning technical, financial, and legal information into clear recommendations.
- Strong analytical, organizational, and Microsoft Office skills, and commitment to the mission of The Episcopal Church and to equity and inclusion.

Preferred

- Master's degree or credential (AIA, PE, PMP, LEED AP, AICP, or CCIM); experience with historic, religious, or institutional properties and New York City and State preservation requirements; background in grant administration, affordable housing, adaptive reuse, or faith-based organizations.

Schedule, Travel, and Compensation

Monday to Friday, 9:00 a.m. to 5:00 p.m., with flexibility for occasional evenings, weekends, emergency on-call duty, regular site visits across the Diocese, and occasional overnight travel.

Salary: \$140,000 – \$150,000, commensurate with experience, plus health and pension coverage per Episcopal Church standards, generous paid time off, and professional development.

Apply: Send resume and cover letter to: jobs@diocesenyc.org. Write Director of Diocesan Property Services in the subject line.

This description is not an exhaustive list of duties and may change to meet organizational needs. The Episcopal Diocese of New York is an equal opportunity employer committed to a diverse, equitable, and inclusive workplace.