

HARRIS RAND LUSK

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The Episcopal Diocese of New York Director of Diocesan Property Services Job Description

The Episcopal Diocese of New York (EDNY) is seeking to hire an experienced professional to become its next **Director of Diocesan Property Services**.

Background:

The Episcopal Diocese of New York (EDNY) is a large and diverse diocese located in the lower part of New York State. It encompasses urban, suburban, and rural areas, covering 4,739 square miles in ten counties, including New York City and the Hudson valley and has 182 active parishes. The diocese has a rich history, dating back to the country's beginnings, and is home to notable landmarks such as The Cathedral of St. John the Divine, the world's largest gothic cathedral. The diocese is known for its diversity, representing people, traditions, and languages from all over the world. It has a total of 47,251 members and clergy, including Deacons, Priests, and Bishops and is committed to various ministries, including campus ministry, prison ministry, and advocacy for immigrants. It also includes religious orders and Christian communities.

Many churches in the diocese are recognizable landmarks in their communities and for hundreds of years have provided a home for congregants to celebrate their faith. Because of their age, many of the buildings have typical aging problems, such as boiler, HVAC, or roof issues which need attention, made more difficult as many of the buildings have landmark status, even if not designated by law. Added to that, many of the parishes have seen a decline in attendance and in a small number of cases, have had to close, leaving the local Episcopalian faith community and the Diocesan leaders with a decision as to how to make best use of the properties.

The Position:

The Episcopal Diocese of New York is seeking a skilled professional to be its next Director of Diocesan Property Services (Director). Reporting to the Chief of Finance and Operations, the Director will oversee and provide guidance to congregations of The Episcopal Diocese of New York with respect to their real estate development, property management and construction and maintenance of properties. The Director will work closely with the congregations to create and implement asset strategies that will address corrective and preventive maintenance, plan for future growth, establish oversight protocols, set performance benchmarks, and help facilitate opportunities to improve property performance.

The successful candidate will most likely have experience working for nonprofit, government and/or private enterprise in affordable housing, asset management, contract management, real estate and/or real estate finance arenas and must demonstrate significant accomplishments and past successes. In addition, the Director must be an enterprise leader, strategic thinker and planner, a problem solver and be able to respond to crises and changing conditions quickly and effectively.

Excellent negotiation and communication skills are critically important, as well as superior diplomatic skills. The Director must be equally comfortable in making presentations before members of the community and church congregants, the clergy, government officials, and other stakeholders. The Director must be able to work closely with the leadership of the Diocese and staff to promote an open, inclusive environment that emphasizes cooperation and teamwork with a minimum of ego. The Director must have high emotional intelligence, be a creative problem solver, an outstanding listener and communicator, as well as be strategic and analytical. The successful candidate will be highly organized, diplomatic, possess sound judgment and relationship building skills as well as honed interpersonal skills, and maintain a sense of humor under stress.

Specific Responsibilities include:

Real Estate

- Launch strategic Real Estate Initiatives and Asset Management for Diocesan and Parish Owned Properties.
- Advise on or initiate real estate transactions, including sale, development, and (ground) leases on behalf of the Bishop's Staff, the Real Estate Committee, Standing Committee, and Parishes.
- Organize and attend workshops related to new developments in real estate matters, concerning Houses of Worship.
- Maintain complete and accurate property files and records. Provide prompt, detailed and accurate general status reports on all properties assigned.

Property Management and Support

- Oversee the management of Diocesan owned or transferred properties. Direct property and facility managers in their day-to-day tasks and oversee contractors.
- Initiate contact with, and respond promptly to inquiries from, congregations about property issues; assist leaders in identifying needs for property maintenance, repairs, and potential solutions.
- Review contractors' proposals, work with building consultants and aid with historic preservation of real property of both congregations and the Diocese.
- Seek and apply for external real estate or construction grants on behalf of the Diocese or Parishes and guide congregation leaders in applying for loans and grants.

- Coordinate meetings and provide guidance to the Property Support Committee and any other relevant committee regarding policy implementation and grant and loan applications.

Construction

- Coordinate and manage the large capital repairs of Diocesan buildings or buildings requiring Diocesan oversight, including building inspections; draft condition reports and requests for proposals; select contractors, architects, and engineers; and provide oversight and quality control for the construction and repair work.
- Represent EDNY in development or construction planning meetings with Parishes, government agencies, construction professionals, and other key stakeholders.
- Act as liaison and administrative support for designated diocesan funds to finance a select number of construction projects.

Creation Care/Environmental Sustainability

- Oversee the different property initiatives related to the reduction of Diocesan carbon footprint and new diocesan grant programs.
- Advise the Creation Care/Environmental Sustainability Committee and Parishes on financial and technical initiatives to reduce the carbon footprint of Parishes within the Diocese.
- Act as liaison and provide administrative support for the Fund for Repair & Restoration Committee.
- Initiate and collaborate with other Diocesan committees and staff on the Episcopal Church Building Fund solar project to provide loans to Parishes for the installation of Solar panels.

Other Tasks

- File the annual tax exemption of seventeen Diocesan properties and troubleshoot any legal issues with the exemptions with the local town assessor's office.
- Provide guidance and financial planning for all areas of oversight in collaboration with the finance department; review internal financial records to ensure accuracy.
- Organize workshops and presentations for Diocesan events as needed.
- File interim and final reports with the grantor programs.
- Maintain financial and contractual records and of all outgoing grant expenses.
- Perform other related duties as required.

Qualifications:

The successful candidate for the Director of Diocesan Property Services position will have the following minimum qualifications and attributes:

- Bachelor's degree in Architecture or related field required; Master's preferred.
- 8-10 years' experience in property management or real estate required.
- Must have a strong interest in real estate.
- Minimum 5 years' experience in a supervisory/managerial role.
- Excellent verbal and written communication skills
- Ability to prioritize and multitask; proactive and deadline oriented.
- Excellent project management skills.
- Strong supervisory and leadership skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Understanding of building construction, real estate and urban planning, landmarks preservation, zoning, and code requirements.
- Proficient with Microsoft Office Suite or related software.
- A commitment to the mission of The Episcopal Church.

For more information about The Episcopal Diocese of New York, please visit their website at www.diocesenyny.org

Other information:

- The anticipated salary range is up to \$200,000 per year, plus benefits.
- Position type and expected work hours: This is a full-time position. Days and Hours of Work are generally Monday-Friday 9am-5pm and will include occasional evenings and weekend work, and being on call for emergencies. Travel is required within The Episcopal Diocese of New York for weekly, bi-weekly, and monthly site visits during the business day. Occasional overnight travel may be expected.
- Work Environment: While performing the duties of the job, the employee may frequently be exposed to construction, aging properties, and various weather conditions.
- Physical Requirements: This position predominantly operates in an office environment. The employee may be occasionally required to ascend or descend a ladder and maneuver in small spaces, as well as climb, balance, stoop, kneel or crawl.

- Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
- All employees and applicants for employment with The Episcopal Diocese of New York must provide proof of full vaccination status (and booster if eligible). In accordance with the EEOC, reasonable accommodations will be considered.

All positions at The Episcopal Diocese of New York are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply.

To Apply:

The Episcopal Diocese of New York has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Anne McCarthy, Chief Operating Officer
Harris Rand Lusk
260 Madison Avenue, 15th Floor
New York, NY 10016

Email cover letter and resume to: amccarthy@harrisrand.com

Please include "Episcopal DDPS" in the subject line of your emailed application.