



## **JOB DESCRIPTION**

### **Diocese of Fall River**

**JOB TITLE:** Director of Facilities and Real Estate

**SUMMARY:** As part of the Diocesan Service Team, the Director of Facilities and Real Estate will analyze, develop, coordinate and implement efficient and effective real estate and facilities management response and support systems to serve the needs of Diocesan parishes, schools, and affiliates. Conduct analysis planning and development of real estate and facilities management programs, projects and transactions. Develop, manage, coordinate and implement the purchase, sale or lease of real estate assets within the Diocese of Fall River.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Receive requests for capital improvement projects and/or real estate transactions.
- Perform financial, market and needs assessments as required to determine viability of project. Coordinate and interface with appropriate Diocesan staff, as needed, to provide timely guidance, assessments, service and response.
- Assist in the development and implementation of project, operational, and structural policies, construction, maintenance, utilization and functionality of planned, new and existing facilities.
- Provide project management, trends and history, as required to engage in Diocesan and local level planning processes.
- Interface with appropriate staff to review financial implications and feasibility on work and loan requests as it relates to capital projects, real estate utilization, strategic planning and support. Provide recommendations.
- Provide guidance of all planning steps required to successfully execute real estate transactions and construction projects.
- Assist and interface with appropriate staff regarding review of real estate assets, facilities management needs and maintenance.
- Review and assess real estate assets, marketing plans, and deferred maintenance.
- Responsible for the coordination and oversight of vacant properties. Serve as a liaison between all Diocesan entities in matters of real estate and facilities management.
- Develop and present reports and presentations to the appropriate Boards, Councils, Committees and leadership teams within the Diocese.
- Responsible for implementing real estate transactions, procedures and initiatives in accordance with the recommendations from the appropriate Boards, Councils, Committees and leadership teams within the Diocese.
- Coordinate and oversee property tax abatement actions.

- Assist with building closures and the moving and storing of assets.
- Manage contractors, architects, engineers, and construction associates, from concept to completion of new construction, renovation and maintenance efforts.
- Oversee and supervise construction and renovation efforts for Diocesan facilities.
- Provide project administration for each effort including budget development and oversight, written documents, change order recommendations and changes in construction or renovation plans.
- Develop short-range and long-range planning for maintenance and capital improvements.
- Direct the development, coordination and implementation for disposition of real estate assets.
- Manage and supervise contracts with real estate appraisers, brokers and other third party vendors to ensure the quality of service meets Diocesan expectations to achieve the desired results.
- Consult with Diocesan staff members seeking guidance regarding the marketing and re-use of surplus real estate assets.
- Assess and develop operational, structural and internal control policies to enable the Diocese to effectively identify and market surplus real estate assets.
- Provide sale/lease recommendations and present to approving authorities.
- Work with Diocesan legal counsel to document agreements, follow project to closing and archive per policy.
- Provide day-to-day assistance to address problems that develop such as failed roofing and masonry, hazardous material, boiler plant failure, fires, floods, etc.
- Respond to emergencies 24/7 to provide guidance and assistance.
- Assist on the development of policies and procedures to accommodate changing times, needs and conditions.
- Other duties as may be assigned.

### **QUALIFICATIONS:**

- Bachelor's degree or equivalent experience. Degree, certificate or designation in real estate, architecture or engineering a plus.
- Minimum of ten years' experience with commercial real estate transactions or property management with at least three years in a supervisory capacity.
- Strong working knowledge of real estate lending and leasing practices, as well as construction and project management.
- Prior experience in the development, documentation and implementation of policies and procedures.
- Demonstrated skills and proficiency using computer-based property management software.
- Proficiency in Microsoft Office, Excel, Word and PowerPoint.
- Detailed-orientated individual with strong organizational, communication, presentation and interpersonal skills.
- Ability to communicate effectively through e-mail and/or telephone.
- Strong service orientation.

- Willingness to support the mission of the Catholic Church.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Peter Powers, SHRM-SCP, Executive Director of Human Resources and Administration. E-mail: [ppowers@dioc-fr.org](mailto:ppowers@dioc-fr.org); Confidential Fax: (508)689-7920; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

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