

**Pro Forma Position Description  
Director of Real Estate**

Diocese of Orange, Pastoral Center

**POSITION TITLE:** Director Real Estate Management

**PRIMARY PURPOSE:**

Reporting to the Episcopal Director of Operations the Director of Real Estate supports the Roman Catholic Bishop of Orange, his advisory committees and parish pastors in the planning and operations of Diocesan real estate facilities including: administer Diocesan-wide property and facility planning and construction, including all acquisition and disposition of real estate, all new construction, remodeling, and furnishings, and management of leased property. Supervise the Director of Construction and Property Management with a compliment of supporting staff.

**ESSENTIAL FUNCTIONS:**

- Acts on behalf of the Roman Catholic Bishop of Orange (Bishop), Diocese Pastors and Principals in assisting them to realize their real property and facility needs.
- Collaborates with the Bishop, Vicar General, Pastors and Principals ensuring that real estate work planned and funded by our parishes and schools meet their needs.
- Acts as Executive Liaison to Bishop's Land and Construction Advisory Committees.
- Recommends priorities and general strategies for facilities planning and construction; provides planning for and oversight of facility development and improvement programs.
- Represents the Diocese on Property Tax issues with the County of Orange.
- Develops and maintains internal standards for facilities; oversees selection and provision of furnishings, fixtures, and equipment.
- Administers real estate operational budget.
- Provides managerial direction and control of departmental activities; plans, directs, and reviews the activities of the divisions of: Construction and Property Management.

- Provides leadership and supervises directly and through subordinate Directors, Managers and staff.
- Supervises the Construction Manager in the planning of construction projects which include development of an appropriate scope of work, including direct management through design, construction or post-construction phases.
- Oversees long-range planning and development of new capital improvement programs.
- Development efforts for facility standards and project management standards.
- Coordinates with regulatory authorities and city and state advisory committees regarding issues such as land use, building code/safety issues, accessibility issues, historic landmark requirements, and others.
- Negotiates, renews, manages, and terminates leases. Evaluates properties for acquisition or disposition; manages the process of such transactions.
- Coordinates contracts and other legal issues relating to property, construction and operations and maintenance of facilities, cemetery and risk management.
- Other duties that may be assigned by the Episcopal Director of Operations.

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

- Bachelor's degree in business, real estate, engineering or related field.
- Senior-level management experience.
- Five years related work experience, including project management and direct management of major planning and/or construction programs for a large institution or agency, including three years supervisory experience.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Collaborating effectively with diverse constituencies.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively managing, leading, and delegating tasks and authority.
- Effectively using organizational and planning skills.
- Preparing budgets and monitoring the disbursement of funds.
- Planning and project management practices and techniques.
- Technical aspects of facilities planning and construction.
- Understands laws and ordinances regulating building construction and operation.
- Able to supervise architecture, planning, project management and construction practices and techniques.
- Maintaining confidentiality of work related information and materials.
- Analyzing highly conceptual issues and problems and providing creative solutions.
- Meeting deadlines and handling multiple projects.
- Delivering effective presentations.

**DESIRED:**

- Master's degree in business, architecture, engineering, or related field.

**DEPARTMENT:** Real Estate

**REPORTS TO:** Episcopal Director of Operations

**INTERNAL/EXTERNAL CONTACTS:** Bishop, Vicar General, Land Board, Construction Committee, Executive Management, Pastors, Principals and parish/school staff.