

## **JOB DESCRIPTION**

### **Diocese of Orange, Pastoral Center**

**POSITION TITLE:** Real Estate Project Manager

**FLSA STATUS:** Exempt

**PAY RANGE:** \$125,000 – \$150,000  
based on qualifications, experience, education

**DEPARTMENT:** Office of Real Estate and Construction

**REPORTS TO:** Director of Property Operations

**SCHEDULE:** M – F, occasional weekends, and evenings

**SUPERVISORY RESPONSIBILITY:** Real Estate Consultants

**INTERNAL/EXTERNAL CONTACTS:** Priests, Business Managers, School Principals, Cemetery Department, Accounting Department, Government Agencies, Construction Managers, Architects, Contractors, Subcontractors, Vendors, Consultants and Real Estate Professionals.

#### **PRIMARY PURPOSE:**

The Real Estate Project Manager will work within the Real Estate and Construction Department with a primary focus of creating, implementing, and maintaining a comprehensive management of the real estate properties within the Diocese's portfolio. This position will serve to provide detailed project management of all real estate transactions and projects, including acquisitions, real estate donations, sales, property taxes, and residential housing development.

The Real Estate Project Manager will assist the Director of Property Operations in managing project development, monitoring project budgets and schedules as well as assist all Diocesan stakeholders in real estate related transactions.

Our ideal candidate is well-versed in all aspects of real estate processes and exhibits high multitasking, strategic and organizational abilities.

## **ESSENTIAL FUNCTIONS:**

- Manage projects from conception through completion – including project initiation/ site control, feasibility analysis/financing plan, permitting, design, financing, construction, start-up, and stabilization of operations.
- Support the development of project documents, coordinating internal and external design disciplines from SD through CD
- Coordinate with consultants, internal design, and construction teams to review project submittals, shop drawings, and RFI's for project design conformance.
- Manage project plan check and approvals through governing agencies.
- Collaborate with other departments in analytical, planning, and project management support (construction, facilities, parish business managers, pastors)
- Prepare pipeline reporting, project status reports, internal memos, and communication logs.
- Analyze, compile, and organize presentation packages for senior leadership.
- Administer project tracking systems and analysis tools.
- Provide analyses, insights, and recommendations in identifying potential investment, development, or sales opportunities.
- Develop, maintain, and manage financial models/market studies to support investment and development activities.
- Create ad-hoc analysis to assist in special projects as needed.
- Participate in business process improvement initiatives to help facilitate changing business requirements.
- Provide oversight for budget development, execution, and capital planning.
- Liaison between Construction Project Managers, project architects, designers, cities, internal stakeholders, and field personnel as needed.

- Coordinate with government/city agencies pertaining to plan submissions and permit applications/approvals. Conduct due diligence on city requirements/criteria for real estate development.
- Perform other work-related tasks as needed.

**REQUIRED:**

- Bachelor's degree in in related curricula or equivalent experience in multifamily, affordable housing and rental development industry
- 5 years' experience in related role
- Prior experience in market rate and affordable housing and rental development
- Proficiency in the use of computer programs: Microsoft Office (Excel, Word, Outlook, Publisher), and Adobe.
- Ability to effectively communicate written and verbal information.
- Initiative-taking and proactive with ability to follow procedures, work within established guidelines, and work independently as needed. Flexible and adaptive to change.
- Works well in a team environment. Maintain a courteous and professional demeanor; maintain confidentiality.
- Strong team player with positive attitude; should be self-starter and able to work independently.
- Ability to work accurately under pressure, delegate and coordinate the work required to meet project deadlines and budgets.
- Excellent analytic and problem-solving skills. Strong verbal and written communication skills.
- Familiarity with building design, project management and graphics software preferred.

**DESIRED:**

- Bi-lingual English/Spanish or English/Vietnamese
- Able to influence others and effectively negotiate to achieve optimal outcomes.
- Convey confidence and maintain composure in crucial situations.
- Embrace conflicts by seeing them as opportunities by acting collaboratively to achieve optimal outcomes.
- Ensure the delivery of an outstanding customer experience.
- Accurately anticipate the complexity and resource requirements of projects/tasks then proactively adjust when challenges arise.
- Skilled in reading and interpreting plans, specifications, reports, building codes and all construction-related systems/assemblies.
- Use sound logic and methods to solve difficult problems with effective solutions promptly.
- Can make informed decisions and take decisive action with incomplete information under tight deadlines; considering the cost of “no decision.”
- Understand critical success factors driving the business and Implement strategies and/or tactics to achieve results by consistently using sound judgment.
- Organized and capable of managing tasks on multiple projects.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<i>Typical Working Conditions:</i>	Office environment.
<i>Equipment Used:</i>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
<i>Essential Physical Tasks:</i>	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.