

Open Position: Director of Property - Contract Position

Position Description:

The Director of Property for the Northwest Washington Synod of the Evangelical Lutheran Church in America (ELCA) will be responsible for real estate asset management, property management, dispositions, and acquisitions, and providing congregational support. The Director of Property will report directly to the Bishop, working under constitutional responsibility of the Bishop and the Office of the Bishop.

Duties include:

Real Estate Asset Management

- Ensure that casualty and liability policies are at all times in place.
- Know approximate real property values, periodically engaging appraisers.
- Develop and maintain a real estate portfolio plan in accordance with the synod's short, medium, and long-term planning.
- Manage dispositions so that real estate operations—including overhead—generate at least break-even cash flow over the medium term.
- Form and be a member of the Synod Property Team (SPT).
- Become acquainted with other faith groups' real estate practices and specialists to develop knowledge of best practices, vendors, and professionals.
- Oversee document management (deeds, leases, mortgages, casualty, liability and title insurance policies, surveys, warranties, etc.).
- Oversee records management (ledgers, Washington State real property tax exemption applications and approvals, building plans).
- Work with the synod attorney when needed and necessary.

Property Management

- Report regularly to SPT.
- Determine and manage appropriate maintenance and repairs.
- Engage professional property managers as needed (especially in outlying locations).
- Maintain contractor and vendor database.
- Regularly visit and inspect properties.
- Protect against encroachments, trespass, etc.
- File real estate tax exemption applications.
- Represent the Synod to Condominium Associations and HOA's.
- Develop and maintain emergency contact information and catastrophe plan.

Dispositions, Market

- With SPT and Finance Committee, develop sales plans and objectives.
- Assemble sale materials.
- Solicit and engage sales brokers.
- Analyze offers and make counter-offers.
- Negotiate purchase and sale recommendations.
- Prepare and present recommendations to SPT.
- Engage attorney to handle closing.

Disposition or Lease to Affiliate

- Analyze the suitability of Synod property for existing congregations, new starts and other mission endeavors.
- Coordinate with affiliate.
- Negotiate transfer terms (may wind up advocating for both synod and affiliate).
- Prepare and present recommendations to SPT.
- Engage attorney for lease or closing.

Acquisitions by Donation

- Coordinate with closing congregations considering deeding their real estate to the synod.
- Visit and inspect real estate.
- Negotiate transfer terms.
- Collect all relevant records and contact information for congregation members familiar with the property.
- Engage attorney to prepare deed.
- Establish single purpose entity to hold title.
- Order and review environmental site assessments, title insurance, and (as needed) physical needs assessments, appraisals, etc.
- Determine if accepting the donation is prudent.
- Prepare and present donation acceptance recommendation to SPT.
- Purchase insurance, engage property manager, etc.

Congregation Support

- With the Synod staff and SPT, teach congregations real estate best practices.
- Provide resources
 - vendor and consultant lists
 - insurance assistance
 - attorneys knowledgeable in wrapping-up 501(c)(3)'s
 - Washington real property tax exemption eligibility information
- Encourage congregations to work with the synod when buying and selling property.
- Facilitate the real estate aspects of the merger, consolidation or joining together of ELCA congregations with other congregations, whether ELCA or other denominations,

DESIRED QUALIFICATIONS

- Four-year degree or equivalent and 5+ years of job-related experience (other combinations of education and experience may be considered on a case-by-case basis)
- Sufficient experience to understand and make commercial real estate decisions
- Basic understanding of non-profits and Washington State law, especially 501(c)3s
- Understanding of Washington state property law
- Knowledge – or the willingness to learn – about the Northwest Washington Synod and the Evangelical Lutheran Church in America (ELCA) polity including churchwide, synod, and congregational constitutions
- A positive attitude and ability to work well with others
- Pass an employment background check

SKILLS AND ABILITIES

- Excellent organizational skills with strong attention to detail
- Excellent verbal and written communication skills
- Ability to prioritize and multi-task
- Ability to work independently, ask questions, and follow through with minimal supervision
- Ability to maintain confidentiality

COMPENSATION AND BENEFITS

Compensation: \$60 per hour. Weekly hours vary – 5 – 20 hours depending on project load

TO APPLY:

Send letter of interest and resume to office@lutheransnw.org