

Mission Real Estate Project Manager

Job Description

20 Hours / Week; Part-time non-exempt

Temporary job through December 31, 2023. May convert to permanent in 2024.

Reports to: Chief Financial Officer

Overview

The Episcopal Diocese of San Diego (EDSD) is entering a multi-year project to use real estate for its mission while seeking also to generate revenue for its congregations. EDSD and its congregations comprise over 40 sites in San Bernadino County, Riverside County, San Diego County, Imperial County, and Yuma, Arizona. At least 12 congregations have indicated at least preliminary interest in development opportunities. The diocese expects many of the projects selected to include affordable housing options but education and senior services are also likely candidates. Land is either held by the diocese or the local congregation, and in addition to analyzing feasibility of the development itself, EDSD must determine an optimal solution for partnership in the project with the local congregation.

EDSD seeks an experienced project manager with an emphasis on community engagement to oversee this multi-site project. Responsibilities will include:

Planning and Community Engagement

- Identify opportunities for development from EDSD's real estate portfolio, fostering a pipeline of congregations who might benefit from Mission Real Estate development
- Design and implement a process for congregations to apply to the mission real estate process and standards to evaluate applications
- Launch congregations into the mission real estate process and manage throughout, working with the Missioner for Community Vitality & Diversity to cultivate missional awareness of community needs, the gospel, and how those intersect with the potential use of real estate development
- Coordinate stakeholder and congregational engagement throughout the Mission Real Estate process, supported by the Missioner for Community Vitality & Diversity and the Mission Real Estate consultants
- Assist congregations with dreaming of what is realistically possible through Mission Real Estate development
- Help determine best and highest use projects that meets market demands and community needs, coordinating with Mission Real Estate Consultants
- Translate Mission Real Estate development process into understandable and tangible action steps for congregations

Project Management

- Work with Mission Real Estate consultants to manage overall project plan, budget, and progress
- Identify resources in congregations to assist with Mission Real Estate objectives
- Coordinate with congregational resources to ensure overall success of the program
- Advocate for congregational decision making process with Mission Real Estate consultants with sensitivity to the unique dynamics of congregational decision making processes

- Track and manage agreed upon governance approvals (vestries, Bishop committees, standing committee, bishop, executive council)

Financial Analysis/Real Estate

- Review financial feasibility analysis prepared by consulting partners and assist congregation in understanding options and making decisions
- Review RFP for development partners prepared by consultants and assist congregation with identification of how proposed RFP meets congregation's missional goals
- Prepare congregations for development process and larger community engagement, in conjunction with mission real estate consultants

Experience, Qualifications, and Requirements

- Bachelor's degree required
- At least ten years experience in a related role, preferably working with affordable housing
- Specific experience of at least five years in complex community engagement projects
- Knowledge and understanding of policy at all levels of government and the opportunities and restrictions they place on development projects
- Flexibility, empathy, and an understanding of organizational change through demonstrated accomplishments in building interpersonal relationships
- Excellent written and verbal communication skills

Position is eligible for remote work but will require local travel for some meetings and other tasks.

Position does not qualify for benefits.