

THE EPISCOPAL DIOCESE OF LONG ISLAND

Real Estate (Associate/Analyst) Position Description

The Episcopal Diocese of Long Island is a multicultural, complex and dynamic community of faith that extends from Brooklyn Heights to Montauk, including Brooklyn, Queens, Nassau and Suffolk Counties. The Diocese is composed of 114 separate and independent parishes. In addition to the many properties owned by the Diocese itself, the parishes within the Diocese own and control hundreds of properties and buildings throughout Long Island.

Nature and Scope: The Real Estate Associate/Analyst will support the Asset Management department, which oversees leasing and property development of property owned directly or by the parishes within the Diocese. The broader real estate department also serves as a resource for parishes in the Diocese of Long Island for the management, improvement and development of their properties and provides services like tax management, construction management and advisory.

Key Areas of Responsibility:

Responsibilities

- Provide administrative support the Asset Manager on projects/property developments.
- Participate in the due diligence of real estate transactions.
- Travel to Diocesan property to tour and audit development opportunities
- Drive the leasing process, including liaising with brokers, identifying the right tenant, and piloting the lease contract alongside Diocese attorneys
- Serve as project manager on feasibility projects involving multiple layers of real estate professionals
- Draft concise and accurate explanations of real estate transaction opportunities for internal approval
- Monitor the workflow of third-party real estate professionals and vendors.
- Draft and distribute Requests for Proposals
- Property and zoning research
- Draft real estate presentations, proposals, and marketing presentations
- Manage community relations with internal stakeholders and parish leaders

Critical Skills:

- Demonstrated experience in real-estate and property leasing and management
- Real estate brokerage license a plus, but not necessary
- Ability to speak publicly with excellent verbal and written communication skills
- experience handling confidential information
- Proficiency in PowerPoint and Word
- Ability to work on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems.
- Work independently, at times under pressure to adhere to a strict calendar of events
- Ability to establish and maintain relationships with parish leaders, property developers, brokers, and town officials

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Salary and Benefits:

- Full-time position: 8AM to 4PM (in person) – hours may vary depending on travel time to sites.
- Salary is commensurate with experience; range \$50,000 - \$70,000.
- Generous benefits package offered.

All interested candidates should email their cover letter and resume to: Nancy Signore, Human Resource Manager, at nsignore@dioceseli.org