



Position Title: Property Director

Reports To: VP Finance

POSITION SUMMARY:

Responsible for the leadership and tactical execution of all property needs of the organization, including, facility management, site reservations and vendor management. She/he is also responsible for the day to day aspects of the risk management program of the organization. The incumbent also provides valued input into the design of the strategic and operational goals, as directed by the VP Finance, as well as develops and administer the operating and capital budgets for all areas of responsibility.

MAJOR ACCOUNTABILITIES:

- Advises President & CEO and VP Finance on all matters pertaining to Council facilities, budgets, and property operations.
- Recruits, hires, trains and supervises property and maintenance staff.
- Develops and manages annual property maintenance and capital budgets and expenses.
- Maintains and updates inventory of facilities and contents, working with Finance Department on capital sinking fund requirements and capitalization of assets.
- Provides oversight to ensure all GSUSA, ACA, federal, state and local guidelines are followed and current for all program and facility operations, as well as ensuring all service contracts, licenses, permits, etc. concerning properties are up to date.
- Secure contractual bids necessary for the maintenance, upkeep and any other activities related to council properties.
- Maintains ongoing relationships with vendors to secure cost-effective measures for all materials and goods purchased for council property.
- Partners with Outdoor Programming to develop, execute and implement opportunities within outdoor and camp setting, ensuring compliance with Council, GSUSA, Federal, State and Local policies, and makes maximum use of Council-owned Service Centers and program sites, ensuring that organizational goals are met.
- Works closely with other departments and council committees to ensure safety and facility standards are maintained.
- Partners with Outdoor Programming with site reservations for Council properties
- Provides input and counsel during strategic discussions, related to Property projects (new and renovations)
- Oversight of capital building projects as directed by the President and CEO, working with Architect, General Contractor, and Rangers on all new builds or renovations; to include

review of contracts, managing relationships with said parties, and protecting Council's interest in these projects (both current and future).

- Manages council insurance portfolio, working with the Finance VP and President & CEO to ensure appropriate coverage is in place. Also recommends risk mitigation actions, as part of a comprehensive Council Risk Management Program. Serves as the operational contact for risk management questions, insurance coverage needs (and evidence thereof), for both Council staff, and volunteers (where appropriate).
- Develops and evaluate security measures for properties.
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree preferred or 5-7 years equivalent property/facilities management experience.
- Experience that demonstrates knowledge of youth issues, outdoor program, and resident camp management a plus.
- The ideal candidate will have demonstrated experience in effectively managing a team of associates towards a common goal, and in budget and planning.
- Project Management experience preferred including functional knowledge of working with a general contractor.
- Familiarization with local code and permit requirements and procedures, as well as State and Federal guidelines and procedures. Understanding of ACA guidelines a plus.

ADDITIONAL JOB REQUIREMENTS

- A self-starter who can work independently with minimal oversight and takes initiative; is flexible, adaptable, self-manager, organized, and has a strong attention to detail; thrives in an ever changing/fast-paced environment.
- Proven oral and written communication abilities; demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, and staff.
- Proficient computer skills in Microsoft Office, including Word, Excel and Outlook; ability to learn organizational-specific computer systems, as needed, to carry out role.
- Ability to coordinate multiple projects while managing conflicting priorities and deadlines.
- Excellent independent decision-making skills and strong resourcefulness.
- Candidate must be willing to travel, as needed, to Council owned and leased properties. Must have access to personal transportation for business travel, valid driver's license, and proof of insurance. A council truck will typically be available for business purposes
- Ability to work a flexible schedule, including some evenings and weekends as required by position responsibilities.
- Must have knowledge/expertise in all matters relating to fire and safety facilities code requirements and procedures, environmental and product expertise in OSHA, State and Federal guidelines and procedures.
- Become a registered member of GSUSA
- Physical ability to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds at shoulder height, and occasionally lift in excess of 50 pounds.

