

Director of Properties and Capital Projects

WHAT IT'S LIKE TO WORK FOR ISLES: Isles strives to provide services that create self-reliance and healthy sustainable communities while maintaining a healthy work-life balance and positive, team-oriented atmosphere for our employees. Our team consists of more than 50 employees, plus volunteers and an engaged Board of Directors.

POSITION OVERVIEW: This position oversees the Isles Properties and Capital Projects Unit. Working with the Deputy of Operations and an engaged staff, the Director creates adaptive reuse of historic buildings, drives development of Isles real estate holdings, and oversees marketing, leasing and programming of our Social Profit Center.



WHO WILL BE SUCCESSFUL: The experienced professional who will be successful in this position will be passionate about adaptive reuse of historic buildings and have significant experience in managing real estate development projects from design to completion. S/he will have a “can do” approach with proven success in procuring and maintaining financing in creative ways to complete construction and interior design.

RESPONSIBILITIES:

- Developing and managing contracts
- Developing and marketing commercial real estate
- Developing and managing long-term facilities maintenance plans, including inspections and licensing
- Vendor negotiations, selection of contract service providers, and monitoring of vendor performance to ensure full compliance
- Facilities cost management, budgeting and reporting
- Marketing and lease-up of properties and recruitment of tenants
- Negotiating with potential tenants, local government officials, and other stakeholders
- Designing and carrying out marketing and lease-up plans, including outreach and research on potential commercial tenants

EXPERIENCE/QUALIFICATIONS:

- At least 10 years of experience managing real estate development projects
- Ability to create financial projections and test alternative scenarios
- Ability to create and manage a budget
- Ability to plan and coordinate the work of others to meet deadlines
- Ability to communicate clearly in written and verbal form
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Valid NJ driver's license with insurable driving record
- Bachelor's degree and a professional designation such as RPA, LEED or CPM

Ambition and Vision - Ability to take initiative, be proactive, and come up with your own list of projects and priorities; ability to maximize a wide degree of creativity and latitude; self-motivated

Personality and Eloquence - Exceptional written and verbal communication skills; must be a confident and persuasive communicator and presenter; ability to represent Isles in a professional and personable manner and build relationships with a wide-range of people through public speaking and networking; ability to use both “head and heart” methods of persuasion, drawing on both data and success stories to demonstrate a point

Mission-Related Knowledge - Passion for Isles' mission, especially related to urban building reuse

Positive Workstyle - Demonstrates a positive and professional attitude; works well with diverse personalities, in a team or individually; has excellent organizational skills, and a high level of attention to detail

HOW TO APPLY:

Please send a cover letter, resume and recent writing sample to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.