# Senior Director Real Estate Position Description

# **Organization Profile**

The primary mission of Lutheran Church Extension Fund (LCEF) is to provide financial resources and related services for ministry, witness, and outreach of The Lutheran Church – Missouri Synod (LCMS). In so doing it shall raise funds primarily through the issuance of corporate notes and other debt instruments. Its assets shall be used exclusively for the following: To provide financing and services for the acquisition of sites; the construction of facilities; the purchase of buildings and equipment; operating expenses; professional church worker education; the residential housing needs of professional church workers; and other purposes approved by its governing board consistent with the ministry and mission of the Synod under policies approved by the Board of Directors of the Synod.

# **Reporting Relationship**

This position reports to the Senior Vice President, Real Estate Solutions (RES).

### Summary

This position will be responsible for analyzing markets, financial modeling, procuring various subsidies, entitlements and other responsibilities required in providing real estate services as an Owner's Representative consultant and for LCEF's own real estate portfolio in the successful development and construction of various property types including schools, housing, churches, and others.

# **Essential Job Functions**

# **Primary**

- Develop and present compelling real estate recommendations to external facing customers including congregation and school leadership.
- Complete site market analytics including collecting relevant data that identifies the highest and best use of a site and/or appropriateness of a particular site for a specific use during the feasibility/concept phase of a project.
- Coordinate and analyze site due diligence studies such as Geotech, market demand study, traffic, environmental, sun, zoning, etc.
- Research and meet with municipal staff to obtain zoning and code information as it relates to a specific site.
- Create and manage real estate development pro-forma capturing all capital costs (hard, soft & FF&E), operating expenses to derive NOI, DSCR, cash-on cash, IRR and other key metrics to determine a successful real estate project.
- Create architect and general contractors' and engineering RFPs'
- Coordinate and manage design teams (e.g. architectural, civil, structural) and general contractors or construction managers during project feasibility, design development, construction document and construction administration phases.
- Build strong relationships with our existing RE partners, as well as create a pipeline of new potential partners that aligns with our strategy. Leverage and work with external partners where appropriate.

- Coordinate and assist with the entitlement process.
- Prepare management or other reports as requested by the SVP of Real Estate.
- Take direction from and work closely with the SVP of Real Estate to ensure organizational strategic alignment as it relates to Real Estate Solutions.

### <u>Secondary</u>

- Research, apply and procure various subsidy layers such as TIF or real estate tax-exemption, brownfield, FHLB, LIHTC, CDBG and/or other subsidy opportunities.
- Identify best deal structuring for each real estate project, if appropriate.
- Managing external real estate brokerage partners.
- Other real estate tasks as assigned.

# Education and Experience

- Bachelor's degree in related field preferred or equivalent experience.
- A minimum of 7 years' experience in developing real estate projects of various property types including, but not limited to, procurement of entitlements, procurement of various subsidy layers, syndication, financial modeling, real estate deal structuring and associated experiences.
- An exceptional track record of working collaboratively across an organization and with community stakeholders.
- Proven track record of establishing voice of the customer's expectations and meeting or exceeding their expectations is critical for success.
- Experience working with and directing outside vendors.
- Experience in understanding and serving Christian organizations, preferred.
- Active member of LCMS congregation, preferred.

# **Competencies (Knowledge, Skills, and Abilities)**

- Passion for our mission of serving the LCMS church and its Christian ministries.
- Strong understanding of site analytics to determine and specific use.
- Competencies in analyzing commercial real estate data at the national and market/submarket level.
- Understanding of real estate deal structuring.
- Proficiency with real estate development pro forma financial modeling of various property types.
- Proficient with Microsoft Office (including Outlook, Excel, Word, PowerPoint, Project, and Teams)
- Proficiency in real estate software such as CoStar, Landvision and/or ArcGIS.
- Proficient or ability to learn Salesforce.
- Critical thinking and reasoning skills. Ability to assess, evaluate and provide sound judgment in carrigout duties.
- Strong organizational skills with the ability to prioritize and complete tasks in required time frames.
- Detail oriented with high degree of accuracy.
- Results-driven with the ability to work well under pressure and under tight deadlines, and with minimal supervision.
- Ability and desire to establish and maintain effective interpersonal relationships. Collaborative and team mindset that establishes favorable relationships with staff and vendors.

- Excellent communication skills, both written and verbal. Ability to provide clear direction and feedback and can communicate effectively with various audiences and all levels of the organization.
- Works well in an environment that requires a level of ambiguity, and adjusts easily to changing environmental needs with facts and urgency to meet customer's needs
- Collaboration as a natural approach with both internal and external stakeholders that leads to outcomes
- Has a high degree of influence and resilience.
- Seeks self-development opportunities. Cooperates and participates fully in the coaching process, and actively seeks continuous learning to improve personal and team performance.
- Partner with others to engage in problem-solving. Ability to analyze and clearly articulate complex situations and recommend/implement solutions.
- Feels at home in an environment where you can create strategy AND roll up your sleeves to execute.
- Has a high degree of transparency and ethics in all they do.
- Must be willing to have a flexible work schedule.
- Remote working opportunity but must collaborate with Real Estate Solutions team a minimum of once per month in the corporate office in St Louis.
- Must be willing to travel for project meetings for entitlements, financing, procurement of subsidies, land sighting, etc. a maximum of 35%.

### Supervisory Responsibility

None