

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.

- 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