



DATE:		POSITION	DIRECTOR OF PROPERTY DEVELOPMENT		
INCUMBENT			SUPERVISOR	CEO	
DEPARTMENT	PROPERTY MANAGEMENT			FLSA STATUS	EXEMPT

POSITION PURPOSE
<p>The Director of Property Development assumes responsibility for the oversight of the maintenance and upkeep of Save the Family and ARM of Save the Family facilities. Additionally, this position takes the lead role in identifying property acquisition opportunities, facilitates the application for grant funding for these opportunities and oversees reporting requirements for contracts that are funded.</p>

POSITION AUTHORITY
<p>The Director of Property Development carries line authority and primary accountability for managing the agency's property maintenance activities as well as the development of expanded facilities.</p>

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • Bachelor's degree in Real Estate, Construction, Business or related field from an accredited institution of higher education preferred. • Minimum of eight years of in field experience including several years in a senior managerial capacity. • Knowledge of contract management/contract compliance. • Knowledge of HOME, CDBG and other funding sources a plus. • Proficiency in electrical, plumbing & carpentry knowledge & skills necessary to direct and/or supervise these required services. • Proficiency in Microsoft Office Suite including Word, Excel, and Outlook. • Excellent verbal, written and public presentation communication skills. • Possession of a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required. • Must be 25 years of age or older for liability insurance requirements. • Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card. • Eligible to work in the United States of America.

OTHER KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • A demonstrated commitment to the mission, vision, and values of Save the Family Foundation of Arizona. • Excellent communication skills including verbal, public speaking & written. • Be able to proficiently speak, read and write the English language. • Enterprise-wide strategic & operational planning & budgeting. • A license(s) in any of the trades a plus.

<ul style="list-style-type: none"> • Possess a collaborative way of working.
<ul style="list-style-type: none"> • Be familiar with Save the Family’s and ARM’s service population, including diverse cultural and socioeconomic characteristics.
<ul style="list-style-type: none"> • Self-starter with excellent time management skills.
<ul style="list-style-type: none"> • Ability to maintain strict confidentiality.
<ul style="list-style-type: none"> • Professional in manner and appearance.
<ul style="list-style-type: none"> • Consistently organized and flexible.

<p>SUPERVISORY RESPONSIBILITIES</p>
<p>The Director of Property Development supervises the Maintenance Supervisor and ARM’s Leasing Manager, and provides second-level supervision to those staff reporting to those positions. The Director of Property Development also directs and supervises workers and contractors involved in the construction, rehabilitation, maintenance and repair of all facilities.</p>

<p>KEY RESPONSIBILITIES</p>
<ul style="list-style-type: none"> • Manage the fulfillment of the maintenance and repair requirements for all STF/ARM facilities; assess facility damage and estimate repair costs; coordinate internal & external resources necessary to address damage repair & rehabilitation.
<ul style="list-style-type: none"> • Recruit, hire and manage direct reports.
<ul style="list-style-type: none"> • Forecast, budget & manage financial requirements for facility maintenance.
<ul style="list-style-type: none"> • Evaluate & assist in funding applications for all potential acquisition and rehab projects.
<ul style="list-style-type: none"> • In a timely and accurate manner, manage supply purchase & inventory controls including Purchase Order process, donation pick-ups, and furnishings for Transitional Living units.
<ul style="list-style-type: none"> • Coordinate with Case Coordinators around clients vacating and moving into units.
<ul style="list-style-type: none"> • Work with Volunteer Coordinator to manage application of volunteers for repair and rehab projects. Ensure that projects are appropriate and that necessary equipment and supplies are available.
<ul style="list-style-type: none"> • Provide staff support to the ARM Board of Directors.
<ul style="list-style-type: none"> • Ensure that HQS inspections are conducted on all living units as required.
<ul style="list-style-type: none"> • Ensure implementation of current safety requirements and provide training on the use of equipment.
<ul style="list-style-type: none"> • Ensure adherence to the organizational Purchasing Policies or other policies mandated by a funding source.
<ul style="list-style-type: none"> • Manage departmental and program budgets and execute efficient use of budgeted resources.
<ul style="list-style-type: none"> • Maintain an updated list of contractors as well as Minority and Women owned businesses.
<ul style="list-style-type: none"> • Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
<ul style="list-style-type: none"> • Adhere to all behavioral General Competencies.
<ul style="list-style-type: none"> • Adhere to all behavioral Management Competencies.
<ul style="list-style-type: none"> • Adhere to STF and ARM policies and procedures.
<ul style="list-style-type: none"> • Participate in professional and civic organizations as deemed appropriate by the CEO.

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 80% of the time.
Walk	Move, traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	NA
Stoop, kneel, crouch, or crawl	Position self (to), Move	Infrequently positions self to maintain computers
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate verbally with grantors, foundations and staff
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen
Taste/Smell	Detect, Distinguish, Determine	NA
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 75 pounds.
Exposure to elements	Exposed, Work around	NA

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action, up to and including termination.

SIGNATURES			
ACKNOWLEDGEMENT			
I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.			
Incumbent:		Date:	
APPROVAL			

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

Supervisor:		Date:	
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CERTIFICATION

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

Board President:		Date:	
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