

JOB ANNOUNCEMENT



POSITION AVAILABLE: Vice President, Property and Risk Management

APPLICATION DEADLINE: Open until filled

CONTACT: E-Mail: careers@gscolorado.org

STATUS: Full Time - Regular

GENERAL DESCRIPTION

Assures that Council owns or has facilities that meet program needs to deliver the Girl Scout Pathways and Journeys to the membership. Develops and manages operating and capital budgets, develops and monitors multi year property plans and projections, negotiates purchasing and vendor procedures. Reviews, negotiates and directs lease and maintenance agreements. Identifies funding and collaborative opportunities for facility based program opportunities. Manages the Council's insurance and risk assessment programs. Identifies and markets Council facilities to appropriate users to optimize the use of for Council property. Directs and participates in planning and decisions along with the Board of Directors, staff and volunteers to plan and make appropriate acquisition, disposition, lease rental, renovation, capitals and major maintenance decisions. Supervises site managers. Assures property is maintained in accordance with regulatory and accreditation standards.

KNOWLEDGE, SKILL AND ABILITY

- Demonstrated abilities in planning, management, supervision, evaluation, and analysis.
- Strong interpersonal communication skills.
- Strong verbal and written communication skills as well as community networking skills.
- Strong motivational, organizational, and problem solving skills.
- Demonstrated ability in developing and working with diverse teams.
- Skills in making presentations to individuals and groups.
- Proficiency with Microsoft Office Suite.
- Ability to pass a CBI/FBI criminal background check

EDUCATIONAL OR FORMAL TRAINING

- Bachelor's degree in business administration, land planning/use/ civil administration, or equivalent experience required. Advanced degree desirable.
- Formal training in Colorado Real Estate, water law, and land use issues highly desirable.
- Training in participation and leading self directed work teams highly desirable.

EXPERIENCE

- Minimum of five years progressive experience in facility and/or land use management.
- Minimum of three years supervisory experience.
- Demonstrated experience in negotiating brokerage and lease arrangements.
- Property assessment experience highly desirable.
- Demonstrated experience developing/ monitoring longer range property plans.
- At least three years of property operations, and management including preparation of operations and capital budgets.
- Experience in working with diverse populations of staff and volunteers, demonstrated personal and professional commitment to pluralism.

ABOUT US

Girl Scouts is the world's pre-eminent organization dedicated solely to girls. Girl Scouts of Colorado serves the entire state of Colorado. See our Website at www.girlscoutsofcolorado.org