

Job Posting:

Chief Operating Officer - Progressive Ventures Inc.

Overview:

OIC Philadelphia is seeking to hire a Chief Operating Officer to lead Progressive Ventures Inc., our for-profit affiliate. This experienced commercial real estate manager will oversee the management and operations of our commercial property portfolio, (which includes OIC Philadelphia's headquarters at our 100,000 square foot building at 1231 N. Broad Street) and lead the development of our commercial real estate projects from concept to completion.

The ideal candidate will be responsible for ensuring the profitability, maintenance, and strategic development of properties, including retail, office, and industrial spaces. They will also be responsible for the development of renovation projects from concept to completion including project planning, financial analysis, and coordination with various stakeholders to ensure successful and timely project delivery. The role oversees a staff of three.

The successful candidate will exhibit strong leadership, financial acumen, and project management skills, with the ability to navigate complex regulatory environments and a deep understanding of the commercial real estate market.

Key Responsibilities:

- **Property Management:** Oversee day-to-day operations of commercial properties, ensuring they are well-maintained, compliant with regulations, and operating efficiently.
- **Tenant Relations:** Establish and maintain positive relationships with tenants, addressing their needs and concerns promptly, and ensuring lease compliance.
- **Lease Management:** Negotiate, prepare, and manage lease agreements, including renewals and extensions, ensuring terms are favorable and align with company objectives.
- **Financial Management:** Develop and manage property budgets, including forecasting income and expenses, analyzing financial reports, and implementing cost saving measures. Develop and manage project budgets, ensuring cost control throughout the development process and maximizing profitability.
- **Market Analysis:** Conduct regular market research to stay informed about local real estate trends, property values, and competitive rental rates to maximize property profitability.
- **Property Marketing:** Work with our marketing team to promote vacant spaces, attract potential tenants, and maintain high occupancy rates across the portfolio.
- **Maintenance and Repairs:** Coordinate with maintenance teams and contractors to ensure properties are well-maintained, addressing any repair or renovation needs promptly.

- **Regulatory Compliance:** Navigate zoning, permitting, and regulatory approvals processes, ensuring all projects comply with local, state, and federal regulations. Ensure all properties comply with local, state, and federal regulations, including safety, health, and environmental standards.
- **Design and Construction Oversight:** Work closely with architects, engineers, and contractors to oversee project design and construction, ensuring adherence to quality, timelines, and budget.
- **Risk Management:** Identify and mitigate potential risks throughout the development process, including financial, legal, and construction related risks.
- **Reporting:** Prepare and present regular reports on property performance, including occupancy rates, financial performance, and operational efficiency, to senior management. Prepare and present regular project updates, financial reports, and performance analyses to senior management.
- **Vendor Management:** Oversee contracts and relationships with external vendors and service providers, ensuring high-quality service and cost-effectiveness.

Qualifications:

- Bachelor's degree in real estate, Business Administration, Finance, or a related field.
- Minimum of 5 years of experience in commercial real estate management or a related role.
- In-depth knowledge of commercial real estate market dynamics, property management principles, and leasing practices. In-depth knowledge of real estate market trends, zoning laws, permitting processes, and construction management.
- Strong financial management skills, including budgeting, forecasting, and financial analysis.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to manage multiple properties and projects simultaneously while maintaining attention to detail.
- Strong problem-solving skills and the ability to make informed decisions under pressure.
- Proven track record of successfully managing commercial real estate development projects from inception to completion.
- Excellent project management and organizational skills, with the ability to manage multiple projects simultaneously.
- Strong negotiation, communication, and interpersonal skills.
- Ability to work collaboratively with a diverse team of professionals, including architects, engineers, and legal advisors.

OIC Philadelphia is a mission-driven nonprofit, that provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your particular set of talents.

Work Conditions

OIC Philadelphia is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment. On a standard workday, the majority of time is spent sitting at a desk, using the computer, and speaking on the phone. However, at times, this role will be required to attend OIC events or related outside meetings/events on behalf of the organization. These meetings/events may take place outside of regular business hours.

Please note that OIC Philadelphia requires all employees to be fully vaccinated against Covid-19.

DISCLAIMER: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract