



# Property Manager

The Diocese is currently accepting resumes for the position of “*Property Manager*” within the Diocesan Properties & Risk Management Department. The Property Manager is responsible for the oversight, performance, operation, and facility management of all Tier 1 properties and vehicles. While maintaining a high level of expertise and professionalism, the Property Manager will address both internal and external issues impacting facility operations, including budgetary oversight, preventative maintenance, overseeing plant improvements, and responding to and resolving Diocesan/Location facility requests or concerns.

## Requirements include:

- Bachelor’s degree from accredited college/university required.
- 5+ years min. experience managing multi-building campuses and operations is preferred.
- IFMA/CFM designation strongly preferred.
- A valid driver’s license is required
- Proficiency in Microsoft Office products including Word, Excel, PowerPoint, and Outlook
- Strong proficiency in preventative maintenance/work order systems and processes.
- Ability to read and interpret Architectural and Engineering drawings.
- Strong inter-personal communication skills – both written and verbal.
- Strong critical thinking and problem solving skills.
- Ability to work both independently and with a team.

Please submit your professional resume and salary history to:

Diocesan Director of Properties & Risk Management  
Roman Catholic Diocese of Charlotte  
1123 South Church Street  
Charlotte, NC 28203

Or email directly to [PropDirector@RCDOC.org](mailto:PropDirector@RCDOC.org).

**\*\* The Diocese of Charlotte is an Equal Opportunity Employer \*\***