

VP, Real Estate

Position Summary:

Reporting to the Executive Vice President and Chief Financial Officer, the Vice President Real Estate and Asset Management is responsible for the operational and financial success of a wide range of key initiatives in real estate and asset management for Beth Israel Lahey Health system (BILH). The VP will lead the development of the organization's real estate strategy and serve as the principal for BILH real estate acquisitions, dispositions, and value assessment activities in coordination with Finance, Office of General Counsel, and BILH Leadership. This role provides leadership and oversees analysis in developing and operationalizing program vision and strategy for leased and owned real estate. Functions as organizational interface between landlords, tenants, realtors, Office of General Counsel, BILH and its affiliates. Provides Transportation planning for infrastructure, lease location, sustainability and program development for BILH and its affiliates. Participates as a member of the BILH Sustainability Committee, developing best green practices for Leased Properties, facility tenants, and transportation programs. Manages business staff responsible for Leased Real Estate, business and operation services. The Vice President will be accountable to lead, direct and execute all related programs and strategies that are essential to the clinical and financial positioning of Beth Israel Lahey Health.

Primary Responsibilities:

- Directs real estate management, space planning, financial/ business analysts, project management, building administrators, managers and approximately 100 plus contract employees in management of real estate property leased by BILH and BILH property leased to external tenants. Functions as property management for BILH and Affiliates tenants.
- Oversees real estate portfolio for entire organization which consists of over 400 leases and 17 million square feet of property, leased and owned.
- Assesses real estate inventory portfolio on an annual basis and develops monetization strategy for real estate as appropriate.
- Manages department acting as primary contact and liaison for tenants to access services or respond to inquiries.
- Meets with tenants to insure satisfactory tenant-landlord relations and operations. Functions as chief liaison to landlords (where BILH is the tenant) to resolve operational issues or concerns.
- Develops and executes Lease Optimization and Administrative Office space plans for Beth Israel Lahey Health, working with Administration, Finance, Office of General Counsel, Facilities, Human Resources, Information Systems, BILH and local business unit leadership.
- Oversee \$100 million plus annual budgets for the BILH Leased Real Estate management cost centers. Perform complex analyses and forecasts to budget lease expenses and revenue. Monitor budget compliance and make recommendations to BILH Leadership regarding expense reductions and revenue enhancements.
- Lead BILH Real Estate acquisition, sale and value assessment activities in coordination with Office of General Counsel, Finance and BILH Leadership.
- Lead negotiations for leases, including operational plans for these off-site initiatives. Manages BILH realtors to identify and evaluate preliminary options for offsite space. Develop and manage implementation of operational plans, including external departments (e.g. Environmental Services, Maintenance, etc.) for Leased facilities.
- Oversee environmental sustainability efforts for real estate and related transportation programs.
- Work with City, State authorities, affiliated institutions, Facilities, Engineering, Support Services, Office of General Counsel, Government Relations and other BILH leadership in evaluating, developing, and implementing programs that improve BILH partnerships with the city and the community, including analysis of real estate and transportation initiatives.
- Assists in the organization and implementation of a variety of planning and development efforts related to the

enhancement of local community surrounding BILH Real Estate including participation in area planning.

- Represents BILH on community and/or MASCO committees related to real estate and transportation.
- Research and preparation of reports and other required documentation, in cooperation with agencies, institutions, and the community, required by various regulatory agencies, particularly as it relates to real estate and transportation components. Assists in the submission of real estate tax documents and Institutional Master Plans.
- Provide planning analysis and oversight for master programming efforts designed to meet institutional needs for improved pedestrian and vehicular access, alternative transportation modes and other amenities. Meet and confer with key personnel at BILH and its affiliates to develop and maintain plans designed to improve pedestrian and vehicular access and develop alternative modes of transportation and parking to improve employee satisfaction, productivity and patient access.
- Responsible for interviewing, selecting, hiring and supervision of the Senior Business Analyst and Financial Systems / Purchasing Analyst.
- Mentors staff to optimize employee growth and development as well as satisfaction through clear role definition, evaluations, training and empowerment.
- Conduct effective and timely performance reviews with appropriate written documentation including appropriate disciplinary actions if necessary.
- Develop a positive environment where risk taking and teamwork are underlying values; act as a role model for staff.

Required Qualifications:

- Bachelor's Degree required. Master's Degree in Business Administration, Operations management or related discipline preferred.
- 10+ years of relevant experiences in real estate management, long term planning, business management and 5+ years in senior management position.
- Excellent interpersonal skills including proven ability to work with executives.
- Ability to communicate both orally and in writing to individuals at all level of an institution
- Ability to manage operating and capital and facilities maintenance budgets
- Excellent verbal, written and communication skills for interaction with landlords, hospital strategic planning, Office of General Council, administrative managers and finance.
- The ability to communicate with owners, staff and tenants in an effective and efficient manner
- Knowledge of lease concepts and terminology
- Understanding of construction and operational issues within a hospital environment.
- Ability to interpret legal documents
- Demonstrated ability to work in an environment of rapid change.
- Strong organizational skills with ability to work with multiple priorities and operate across multiple business units and all organizational levels.

Inclusion Statement: BILH places great value on being a diverse and inclusive community. BILH and Lahey Health Medical Center are dedicated to diversity, equity, and inclusion as we aim to reflect the diversity of the patients in the communities that we serve. We believe in equal access to quality care, as well as employment and advancement opportunities encompassing the full spectrum of human diversity: race, gender, sexual orientation, religion, ethnicity, national origin and all the other forms of group and individual identity and expression that make us better able to provide innovative and cutting-edge healthcare and research. To make our vision a reality, we are most interested in finding spectacular candidates for this posting and encourage applicants of all backgrounds to apply even if every qualification listed is not met.