



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Deputy Vice President (DVP),
Unidos Properties, LLC

OPEN: Immediately

LOCATION: Washington, DC

CLOSED: Until filled

CONTACT: Sarah-Jane White – Hays Recruiting
Experts Worldwide

SALARY: Commensurate with experience

SUMMARY

The DVP of Unidos Properties, LLC provides the primary day-to-day leadership for Unidos Properties, LLC. Unidos Properties, LLC (the LLC) is a newly formed, fully owned LLC of UnidosUS. For 50 years, UnidosUS has served the Hispanic community through research, policy analysis, and state and national advocacy efforts, as well as our program work in communities nationwide. With the support of a national network of nearly 300 Affiliates across the country, UnidosUS serves millions of Latinos in the areas of civic engagement, civil rights and immigration, education, workforce and the economy, health, and housing. The LLC manages the property at 1126 16th Street NW, Washington, DC. UnidosUS occupies the building, as well as multiple other tenants (currently five others).

The DVP leads a team responsible for the day-to-day facility operations and services, as well as all operations of the LLC. The DVP oversees the Asset Manager and building management company for maintenance activities for the Raul Yzaguirre Building which serves as the UnidosUS Headquarters in Washington, DC. The position ensures assets are operated and maintained in a cost-effective manner while providing a safe, clean, and comfortable work environment.

The DVP develops plans, budgets, controls costs, coordinates service providers, staff activities, and is a change agent for the implementation and management of performance for the building. Leveraging organization skills, problem solving, and creative thinking, the DVP will resolve escalated issues, drive continuous process improvement and team development in a dynamic environment. The position provides regular performance feedback, development, and coaching to direct reports and will work closely with the UnidosUS CFO to drive consistency and govern the performance. Collaborative interaction with internal and external customers is required to ensure seamless delivery of these services while meeting the highest level of Gold Standard services available.

The Headquarters building has been purchased by Unidos Properties, LLC in 2019 in order to work a full-scale change for the future. The building currently has material deferred maintenance. The building needs new management to ensure better operation, including future sustainability. This will include changing leases over time to more favorable terms in order to ensure the building's future cash flows cover operations. The building requires investments and fundraising (including grants, rebates, etc.) for significant renovations. This will be an essential

part of the role. The DVP will be overseeing priorities, plans, and future renovations, and will be a core part of the turn-around strategy for the building.

ESSENTIAL FUNCTIONS

Supervision/Relationship Management

- Direct supervision of asset manager, security, and property management company to include, building engineer and day porter.
- Manage on-site services, including facilities management.
- Build and maintain solid relationships across UnidosUS, including supervisory, tenant and staff levels.
- Leverage feedback from UnidosUS regarding the building to identify gaps and propose corrective action plans, including mechanisms to evaluate progress.
- Develop plans (both business plans and financial) and reports for the Board and the CFO.
- Collaborate across the regional neighborhood to connect the property to other local properties and Golden Triangle business region priorities.

Facilities Operations

- Ensure compliance with local, state, and federal laws, and governing regulations that pertain to the operation of the facilities.
- Develop and manage operating policies and procedures and ensure property operations are running smoothly and consistently.
- Assist with sourcing local services and goods needed to perform day-to-day operations through third party suppliers; this includes scope of work definition, negotiations, and completing vendor set-up forms.
- Collaborate with Asset Manager on national and regional sourcing opportunities to define scope, coordinate supplier walk-throughs, and manage national and regional supplier performance at the property level.
- Develop, document, and manage service delivery processes to ensure building management staff, contractors, and vendors are deployed in an optimal and consistent manner to ensure high levels of service.
- Oversee an RFP for property management to ensure the expenses are the best possible and the value provided is consistent with the market.
- Provide project management for smaller facility projects and work closely with the existing building management team on larger projects, as needed.
- Accountable for the accuracy and timeliness of updates to all systems.
- Develop standard processes, procedures, and KPIs, and proactively manage facility services to ensure gold standard customer satisfaction and performance levels.
- Effectively manage critical and escalated incidents caused by vendors, associates, and mechanical failure.
- Develop and ensure emergency response procedures are followed in crisis situations or emergencies, including regional disasters, fire, active shooter, or other mechanical failures.
- Regularly walk facility for deficiencies and opportunities for recommendations.
- Develop short and long-term goals for building/space planning.

Finance/Accounting

- Collaborate closely with the UnidosUS Finance and HR teams.

- Assist with banking relationships as requested.
- Manage and align facility operating budgets with goals and objectives.
- Develop the first drafts of the annual business and budgeting process for areas of responsibility to ensure appropriate integration with long-term goals and objectives.
- Ensure rolling one, three, and five-year plans, with financial forecasting.
- Develop monthly reporting including reforecasts and other reports, as needed.
- Establish and grow long-term reserves for the building.

Vendor/Contractor/Tenant Management

- Lead the annual business and budgeting process for areas of responsibility to ensure appropriate integration with long-term goals and objectives.
- Achieve annual cost savings through maximizing utilization of suppliers and preferred vendors/contractors, and by identifying additional efficiency opportunities, consistent with goals.
- Evaluate, define, and apply consistent leasing policies and programs on behalf of the business.
- Secure UnidosUS locations across the country, including lease and space negotiation and long-term space planning.

Resource Development

- Develop a Capital Plan as part of UnidosUS 50th Anniversary Capital Campaign to raise funds and secure grants for energy efficiency and large equipment, among other needs.
- Raise funding as needed.
- Identify and capture grant and government rebates for renovations of systems (e.g. energy efficiency).

Other Duties as Assigned

- This position is a comprehensive leadership role and will encompass other duties as assigned.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree required, Master's degree in a Business-related field, including Facilities Management, Finance, Accounting, and Business Administration, preferred.
- Minimum of 10 years of progressive experience either in the corporate environment or third-party environment supporting critical business, finance, or facilities operations.
- Preferred experience with facilities in the past, ideally with renovations.
- Minimum 5-7 years in a mid-senior level leadership experience.
- Minimum 5 years direct experience fundraising or business development.
- Demonstrated effectiveness in project management on both micro- and macro-level projects.
- Strong applicable knowledge of running a business, knowledge of business/financial aspects.
- Strong ability to negotiate and secure contracts and run requests for proposal.
- Excellent communication skills, both oral and written.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.

- Bilingual (Spanish/English) skills a plus.
- Ability to travel, as needed.

Please note: Recruitment for this position is being managed by Hays Recruiting Experts Worldwide. **Only those applicants who submit a cover letter along with a résumé will be considered for this opportunity.** Please include “DVP, Unidos Properties LLC” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

Raul Yzaguirre Building

Attn: UnidosUS Chief Financial Officer (CFO)

1126 16th Street, NW, Suite 600

Washington, DC 20036-4845

hrmail@UnidosUS.org

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.