

# J O B O P E N I N G

## Area MFD Planning & Real Estate Manager

Meetinghouse Facilities Department, Asia North Area



Your Voice,  
His Voice

### Responsibilities:

- **[Planning]** In cooperation with the Director for Temporal Affairs and the Area meetinghouse facilities team: Helps analyze current and future physical facilities needs in the Area. Supports ecclesiastical leaders in developing master plans. Prepares meetinghouse annual plan and budget requests. Helps coordinate schedules for current and proposed projects within the annual plan. Oversees the accuracy of planning related data and systems. Leads meetings with ecclesiastical leaders to develop and validate planning decisions and communicates planning decisions and sensitive information to obtain their support, concurrence and cooperation. Leads team of employees to evaluate and validate planning issues in order to develop simple and affordable solutions. Complete other duties as assigned.
- **[Real Estate]** The Real Estate Manager is responsible to implement the Meetinghouse Facilities Department management model by developing related processes, providing training and appraising performance of his or her employees. Expected Results and Essential Functions: Ensures that the property needs of the Church are identified and met by meeting regularly with local Church leaders to discuss and evaluate real estate needs. Ensures that purchase/lease recommendations are based on established Church processes and represent the best alternatives in terms of location and cost in meeting Church objectives by thorough inspection and analysis of available real estate property. Sets Real Estate cost targets by type of transaction and by market location to ensure cost defensibility.

### Qualifications:

- B. S. degree in business, finance or related degree plus 10 years experience in planning, management, finance or related field (MBA and/or graduate degree preferred).
- Exposure in various business disciplines and capability of performing detailed technical analysis is required.
- Must have excellent communication skills (both written and verbal).
- Negotiation and presentation skills are necessary as well as word processing and spreadsheet proficiency
- Proven ability to direct and perform real estate analysis, negotiations, and closings; 10-15 years experience in real estate related activities; possess a technical knowledge of real estate 'best practices' and contracts associated with acquisitions, dispositions, and property use agreement activities; demonstrate the ability to communicate and influence effectively with middle and high level management, as appropriate; develop detailed business process and operating policy and negotiate complex agreements and relationships.
- Fluency in Japanese and English.

### Job Information:

- Job type: Full-time, regular employment
- Location: Tokyo, Japan
- Salary: Based on Church policies and procedures
- Deadline: May 22, 2023 (candidates may be interviewed or hired prior to the deadline)

### Application:

- Please submit your resume from: <https://careerssearch.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process.
- If you have questions, please contact Takashi Sato ( [satota@churchofjesuschrist.org](mailto:satota@churchofjesuschrist.org) )



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## How to Apply

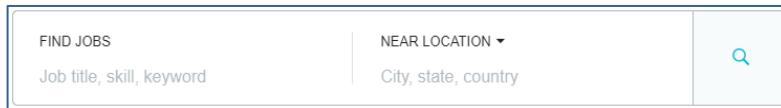
### 1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access [account.churchofjesuschrist.org](https://account.churchofjesuschrist.org), and click “Register for a Church Account.” You will be required to enter your membership record number (which can be obtained from your ward clerk) and birth date.

### 2. Access the Church Employment Webpage

- <https://careersearch.churchofjesuschrist.org/Public/Search.aspx>

### 3. Enter the Job Posting ID of “356066” in the FIND JOBS box and click “



The screenshot shows a search interface with two input fields. The first field is labeled 'FIND JOBS' and contains the placeholder text 'Job title, skill, keyword'. The second field is labeled 'NEAR LOCATION' and contains the placeholder text 'City, state, country'. A magnifying glass icon is located to the right of the second field.

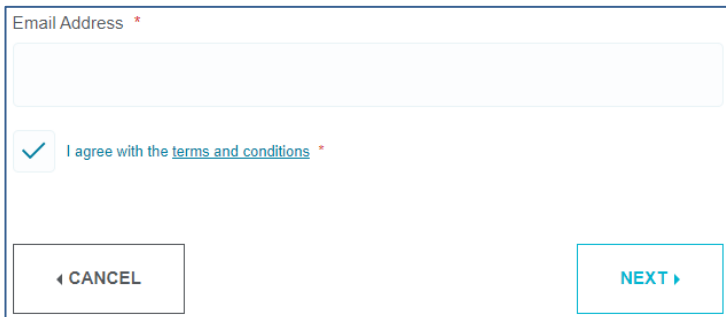


### 4. Select the applicable position from the search results, and click “Apply Now”

- When multiple positions are available, each position would require a separate application.



### 5. Enter your Email address and check “I agree...” box then click “NEXT”



The screenshot shows a form with an 'Email Address' field, a checkbox labeled 'I agree with the terms and conditions', and two buttons: 'CANCEL' and 'NEXT'.

### 6. Click “Apply” and enter valid information into required fields and upload your resume to submit your application



- Complete your application by clicking “Submit” at the top right corner of the page.



### 1. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed.
- The Church will reserve the right to interview candidates prior to the deadline.

### 2. Inquiry

- For inquiries, please contact Takashi Sato (Human Resources).
- Email: [satota@churchofjesuschrist.org](mailto:satota@churchofjesuschrist.org)
- Tel: +81-3-4545-3090