



Catholic Properties of El Paso

499 Saint Matthews St. Bldg E

El Paso Texas 79907

915.872.8406

Executive Director

Full-Time | Exempt

Catholic Properties of El Paso, Inc. is seeking an experienced, faith-filled leader to serve as its Executive Director. This executive-level position provides leadership in the planning, development, maintenance, and stewardship of the facilities and properties that support the mission of the Catholic Church throughout the Diocese of El Paso.

Catholic Mission

Because Catholic Properties exists to support the ministry of the Catholic Church, the Executive Director must embrace the mission and values of the Church and demonstrate integrity, professionalism, and a commitment to Christian stewardship.

A practicing Catholic in good standing who supports and lives in accordance with the teachings of the Catholic Church is required.

The Executive Director works closely with the Board of Directors, the Diocese of El Paso, parishes in the Diocese of El Paso, architects, engineers, contractors, and community partners to oversee construction projects, property management, capital improvements, and long-term facilities planning while ensuring responsible stewardship of Church resources.

Essential Responsibilities

- Provide strategic and operational leadership for Catholic Properties and Catholic Cemeteries.
- Manage construction, renovation, maintenance, and capital improvement projects from planning through completion.
- Serve as the owner's representative during construction and renovation projects.
- Review architectural plans, specifications, contracts, budgets, and project schedules.
- Oversee contractor selection, bidding processes, project inspections, and quality control.
- Develop and implement preventive maintenance programs for Church facilities.
- Assist parishes with facility assessments, long-term planning, and capital improvement recommendations.
- Prepare reports and recommendations for the Board of Directors and Church leadership.
- Oversee budgets, contracts, insurance matters, and property records.
- Supervise staff and foster a collaborative, professional work environment.

- Ensure compliance with applicable building codes, safety standards, and organizational policies.

Qualifications

- Bachelor's degree in engineering, Architecture, Construction Management, Facilities Management, Business Administration, or a related field.
- Minimum of five (5) years of progressively responsible experience in facilities management, construction management, engineering, architecture, commercial real estate, or related fields.
- Minimum of three (3) years of supervisory or executive management experience.
- Strong knowledge of construction documents, budgeting, project management, contracts, and facility operations.
- Excellent leadership, communication, organizational, and interpersonal skills.
- Bilingual (English/Spanish) is required.
- Valid Texas driver's license.

Why Join Catholic Properties of El Paso?

This is a unique opportunity to combine professional expertise with meaningful service to the Church. The Executive Director plays a vital role in preserving, improving, and developing the facilities that serve thousands of Catholics throughout the Diocese of El Paso.

If you are an experienced leader with a passion for construction, facilities management, strategic planning, and faithful stewardship, we encourage you to apply.

To Apply:

Please submit a cover letter to include, résumé, and professional references to Catholic Properties at bguerra@cpoep.org, and to the Human Resources Department at plopez@elpasodioces.org