

POSITION DESCRIPTION

FOR THE POSITION OF

VICE PRESIDENT, CORPORATE REAL ESTATE



July 2022

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POSITION DESCRIPTION

POSITION	Vice President, Corporate Real Estate
ORGANIZATION	UPMC
REPORTS TO	Vice President, Construction, Real Estate & Facilities
LOCATION	Pittsburgh, PA
WEBSITE	www.upmc.com

COMPANY OVERVIEW

About UPMC

A \$24 billion health care provider and insurer, Pittsburgh-based UPMC is inventing new models of patient-centered, cost-effective, accountable care. The largest non-governmental employer in Pennsylvania, UPMC integrates 92,000 employees, 40 hospitals, 800 doctors' offices and outpatient sites, and a 4.1-million-member Insurance Services Division, the largest medical insurer in western Pennsylvania. In the most recent fiscal year, UPMC contributed \$1.7 billion in benefits to its communities, including more care to the region's most vulnerable citizens than any other health care institution, and paid more than \$900 million in federal, state, and local taxes. Working in close collaboration with the [University of Pittsburgh Schools of the Health Sciences](#), UPMC shares its clinical, managerial, and technological skills worldwide through its innovation and commercialization arm, UPMC Enterprises, and through UPMC International. U.S. News consistently ranks UPMC Presbyterian Shadyside among the nation's best hospitals in many specialties and ranks UPMC Children's Hospital of Pittsburgh on its Honor Roll of America's Best Children's Hospitals. For more information, go to UPMC.com.

Mission

The UPMC mission is to serve our community by providing outstanding patient care and to shape tomorrow's health system through clinical and technological innovation, research, and education.

Vision

UPMC will lead the transformation of health care. The UPMC model will be nationally recognized for redefining health care by:

- ▲ Putting our patients, health plan members, employees, and community at the center of everything we do and creating a model that ensures that every patient gets the right care, in the right way, at the right time, every time.



- ▲ Harnessing our integrated capabilities to deliver both superb state-of-the-art care to our patients and high value to our stakeholders.
- ▲ Employing our partnership with the University of Pittsburgh to advance the understanding of disease, its prevention, treatment, and cure.
- ▲ Serving the underserved and disadvantaged and advancing excellence and innovation throughout health care.
- ▲ Fueling the development of new businesses globally that are consistent with our mission as an ongoing catalyst and driver of economic development for the benefit of the residents of the region.

Values

- ▲ Quality & Safety: We create a safe environment where quality is our guiding principle.
- ▲ Dignity & Respect: We treat all individuals with dignity and respect.
- ▲ Caring & Listening: We listen to and care for our patients, our health plan members, our fellow employees, our physicians, and our community.
- ▲ Responsibility & Integrity: We perform our work with the highest level of responsibility and integrity.
- ▲ Excellence & Innovation: We think creatively and build excellence into everything that we do.

ROLE SUMMARY

The Vice President, Corporate Real Estate has oversight responsibility of UPMC's real estate portfolio including assets owned or leased by UPMC and all its affiliate organizations. In this highly visible executive leadership position, the Vice President will oversee all necessary corporate real estate functions including property management, accounting, renovations, and lease administration. This executive will bring a strategic view to the role, helping to formulate and execute a broad enterprise-wide real estate strategy focused upon such things as acquisitions, dispositions, repurposing, and reconfiguring assets to achieve the greatest efficiency. This will include streamlining and integrating regional real estate functions into a cohesive service-oriented function. They will interact with key internal and external stakeholders to ensure all workflows, communications and messaging is efficient, accurate and timely while providing sterling leadership to the broader function within UPMC as follows:

Responsibilities

- ▲ Establish, maintain, and lead a centralized administrative structure to efficiently manage UPMC's real estate portfolio, including 40M+ square feet of owned and leased assets.
- ▲ Provide strategic direction and leadership to internal team of approximately 40 individuals as well as external brokers. Team includes directors and managers of leasing and property management, financial analysts, and property specialists.
- ▲ Act as a strategic partner to hospital and clinical leadership ensuring that their real estate assets meet their long-term business strategy.

- ▲ Utilize software and operate a comprehensive real estate database system including mapping.
- ▲ Develop strategic plans and financial performance goals to maximize the value of the real estate portfolio, including capital planning and system budgeting.
- ▲ Develop management reports to include statistics on portfolio performance, asset values and analysis, transaction costs, management contract analysis, operational efficiency, rent collections and vacancy and space analysis.
- ▲ Oversee all leasing activities with a goal to minimize vacancies and maximize revenues while also responsible to oversee and coordinate the acquisition and disposition of properties.
- ▲ Oversee the property management function, including external vendors, to ensure tenant satisfaction while maintaining the cost effective and efficient operation of maintenance, housekeeping, fire and safety, ADA compliance, renovation projects, and energy management.
- ▲ Oversee the accounting function to include capital and operational budgeting, financial reporting and analysis, billing collections and property taxes; to include collecting of rent, review of rent payments, and CAM Recs.
- ▲ Ensure compliance with all Stark and anti-kickback regulations, and the Joint Commission.

Required Qualifications and Experience

- ▲ Undergraduate degree in business, accounting, or related field with advanced degree preferred.
- ▲ A minimum of 15 years of progressive experience in business operations with knowledge of property management, leasing (as landlord & tenant), portfolio management, construction, and accounting.
- ▲ A proven ability to quickly understand and interpret real estate documents such as leases and agreements as well as proven experience in negotiation.
- ▲ Demonstrated expertise in financial modeling/comparative financial analysis.
- ▲ Proven success as a skilled negotiator with a proven ability to quickly understand and interpret real estate documents such as leases and agreements.
- ▲ Solid interpersonal skills, a leader who can mentor, collaborate, and inspire a team while confidently interacting and presenting to senior management.

ABOUT PITTSBURGH, PA

Emerging from a dying steel industry, Pittsburgh is earning another name: Reinvention City. Since the steel mills closed in the 1980s, the city of Pittsburgh is emerging as a vibrant hub for artificial intelligence, robotics and biomedical companies eager to tap a rich talent pool. A rise in job opportunities has made Pittsburgh an attractive place for families and graduates. In addition to the ample green space and increased job opportunities, Pittsburgh has wooed residents with its strong sense of community.



Pittsburghers are known for their devotion to professional sports teams: the NFL Steelers, NHL Penguins and MLB Pirates. Heinz Field, PPG Paints Arena and PNC Park can seat thousands of fans during home games, and every Pittsburgher is affected by heavy traffic when a game is in progress. The city also hosts a number of cultural festivals each year, including the Three Rivers Arts Festival, the EQT Pittsburgh Three Rivers Regatta and the St. Patrick's Day Parade. Other attractions include Carnegie Museums of Pittsburgh, Children's Museum of Pittsburgh, The Andy Warhol Museum and other art galleries that infuse Pittsburgh with culture. Pittsburgh encompasses almost 2,000 acres of land in just its city parks, and also offers county parks, state parks and riverfront parks to its residents.

The city has a wonderful array of distinctive neighborhoods with an urban flavor, city neighborhoods that are equivalent to suburbs in other communities, and nearby beautiful suburban areas with large lots and rolling lawns. There is an abundance of residential choices ranging from unique lofts to living in the "country" while being only 20 minutes from the city. The city and its surrounding suburbs take pride in high-quality public, private, and parochial schools. Pittsburgh encompasses 125 public elementary, middle and high schools. Pittsburgh also has 250 private schools. Twenty-five high schools are recognized on U.S. News & World Report's Best High Schools rankings. Pittsburgh is also home to 17 colleges and/or universities, four of which earned places in U.S. News & World Report's Best Colleges rankings. Statistically, Pittsburgh is a safe city compared to other urban communities of its size. No longer a smoky steel town, Pittsburgh is clean, green, and a model for its efforts to become pollution free.



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