



Executive Director, Real Estate

Full-Time/Exempt

Reports To: Vice President of Real Estate

Location: 2537 Research Blvd, Suite 200

ROLE/POSITION SUMMARY: As a management level staff member, the Executive Director of Real Estate is responsible for the successful implementation of real estate transactions and projects in a collaborative environment. The position will take the lead to identify, analyze, and coordinate development projects and real estate investments as well as assist with analyzing and optimizing a diverse portfolio of commercial and residential properties.

ESSENTIAL JOB DUTIES

Analysis of Portfolio and Projects: Coordinate with real estate team to gather real estate comparables and other market data, compile opinions of value and identify opportunities to divest, develop and augment CSURF's real estate portfolio. Work with team to coordinate the implementation of projects. Identify, evaluate and manage acquisition, development and investment opportunities.

Strategic Planning: Work closely with the VP of Real Estate and Director of Property Management to analyze, shape and implement the portfolio optimization strategy to enhance and strengthen assets. Coordinate and work with the Senior Project Manager, Senior Real Estate Specialist and team to provide excellent, responsive customer service to the CSU System.

Project Management, Transactions and Services: Supervise, lead, and support Project Management and Transactions teams with acquisitions, development, construction, tenant finish, easements, water rights, cellular towers and other specialized projects.

Technical Skills: Create and use complex budgets, proformas, spreadsheets and other reports. Prepare and deliver presentations in a variety of formats for internal and external purposes. Perform comprehensive analysis of commercial and residential real estate markets and trends. Work extensively with legal documents related to real estate projects and transactions.

General Responsibilities: Prepare analyses and reports as required, draft correspondence and other materials as necessary. Maintain databases and transactions files. Approve budget expenditures and track project budgets and workflow. Other duties as assigned by Vice President of Real Estate.

KNOWLEDGE/SKILLS/ABILITIES:

Education

- **REQUIRED:** Bachelor's Degree in Business, Finance, Real Estate, Construction and Project Management or related field.
- Preferred: Master's Degree in a related field.
- Preferred: Certified Commercial Investment Member or related investment analysis and project management certifications.

Experience

- **REQUIRED:** Minimum 10 years' experience in a leadership role with complex commercial real estate negotiations, transactions, development and project management, budget, contract preparation and oversight.
- **REQUIRED:** Minimum 5 years' experience managing or oversight of real estate staff and consultants.
- Significant budget, proforma and presentation experience throughout career.

- Significant number of completed projects and transactions.
- Demonstrated continuous learning throughout career.
- Excellent written and verbal communication skills.
- Well regarded and recognized professional in real estate.

Expectations

- Well-suited to working with a high-level, senior team on all aspects of real estate development, project management and investment.
- Excellent analytical abilities, inclusive leadership qualities, excellent communication and presentation skills.
- Facilitate collaboration and maintain effective working relationships within CSURF, CSU System, business and real estate communities, as well as outside consultants.
- High degree of professionalism, ethics, integrity, confidentiality and discretion.
- Excellence in oral and written communication skills, express ideas clearly and concisely.
- Strong advisory and presentation skills especially at the senior executive level.
- Good judgment in analyzing situations and making decisions by interpreting and applying applicable rules, methods, protocols, and processes with diligence and detail.
- Work independently to effectively manage time, projects and deadline.
- Use critical thinking, curiosity, and pride in every project.
- Innovate for optimal efficiency, employ methods of continuous process improvement.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment necessitating movement throughout different business units.
- Occasional use of personal vehicle for travel, company pays standard mileage rate.

Note: *The noise level in the work environment is usually moderate.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Typical office environment, sitting at a desk or a table, typical amounts of standing or walking in the office and repetitive hand, wrist or finger movement.
- Ability to work in a multi-level office building.
- Able to operate a motor vehicle, including ability to enter and exit the vehicle unassisted.
- Able to perform field activities, which may include field inspections; walking on land used for construction sites away from paved roads; crossing through mud, debris, heavy foliage, construction areas, creeks or pasture land. Field environments may also include livestock or wild animals.

EQUIPMENT

Standard office equipment including copiers, printers, computers, tablets, and cell phones.

Note: *This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.*