



CSURF Executive Director, Real Estate

Company: Colorado State University Research Foundation (CSURF) is a private, not-for-profit Colorado corporation, legally separate from Colorado State University. CSURF exists to support and serve the Colorado State University System through intellectual property management & technology transfer services, strategic real estate management & development services, and special project oversight & operational management.

Location: 2537 Research Blvd, Suite 200 Fort Collins, CO 80526

Position summary

Salary range: \$120,000-\$150,000 annually, commensurate with experience
Job type: Full time, Exempt
Hours: Monday through Friday, 8:00 a.m. - 5:00 p.m.
Reports to: Vice President, Real Estate
Remote work: up to 20%

The **Executive Director, Real Estate**, as a management level staff member 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.

QUALIFICATIONS 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.

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.

Benefits for full time eligible employees:

- Medical, Dental and Vision insurance
- Health savings account
- Paid time off
- 401(a) & 403(b) retirement plans
- Standard mileage reimbursement

Full job description can be found at: <http://csurf.org/about/job-opportunities/>

To apply send cover letter, resume and minimum of three references via

- email to: CSURF_Human_Resources@mail.colostate.edu
- mail to: CSURF/Human Resources P.O Box 483 Fort Collins, CO 80522

No phone inquiries. Applications will be considered until May 13, 2021.