



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Director of Real Estate
Department:	Facilities Management
Reports To:	Vice President of Facilities Management

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Working under the supervision of the VPFM, this position provides support for real estate projects, portfolio strategies, and assigned programs in support of university real estate assets. This position manages and oversees the operations of assigned department activities related to the institution's real property assets, to include asset management, portfolio management, property management, development, disposition, and leasing, ensuring compliance with established institutional plans, policies, and directives. Analyzes, develops and implements financing and marketing plans, policies and procedures.

Examples of Duties and Responsibilities:

Coordinate on-site inspections for agreements as well as review all due diligence processes.

Lead, arrange and complete necessary legal reviews and establish working relationships with University's legal counsel, risk management and all other related due diligence processes.

Provide documentation, financial analysis (pro formas), and related research for all University real estate issues; coordinate information internally with related university departments.

Participate in the management of real estate transactions to include acquisitions, disposals, leases, gifts, donations, and other related real estate activities. Establish all details to ensure that these transactions are completed, timely, and up-to-date.

Build, maintain and update databases; generate established reports in timely manner.

Research, identify, recommend and prepare documentation and presentations of real estate opportunities. Serve as member of committees, attend meetings, as needed, to represent the University in real estate matters.

Participate in strategic, capital and master planning endeavors to provide input and guidance on related real estate plans and potentials. Keep VPFM updated but able to act with limited direction and assistance.

Research and distribute tax documents, tax maps, and deed information as needed to provide others with accurate and current real estate information.

Works with the VPFM in preparation of University Board of Trustee Committee materials.

Interact with contractors, legal counsel, risk management, environmental consultants, and surveyors. Lead special projects as assigned.

Development Design, Permitting, Entitlement, Zoning

Perform other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of real estate management principles and techniques.
Skill in organizing resources and establishing priorities.
Knowledge of real estate laws and regulations.
Ability to negotiate and manage contractual arrangements.
Research, analytical, and critical thinking skills.
Skills in conducting real estate development feasibility studies and analysis.
Strong interpersonal and community relations skills and the ability to work effectively within a diverse community.
Ability to attend, and contribute to, high level meetings and conference calls as well as ability to operate effectively with minimum supervision across a range of tasks, problem-solving, anticipating problems.
Excellent verbal and written communication skills.
Site Planning, Basic CAD Design, Site work Value-engineering capabilities

Minimum Hiring Standards:

Education	Bachelor's Degree in Real Estate, Business, Finance, Management, Business/Administration, MBA, Economics, or related field.
Years of Experience	Five (5) years experience directly related to the duties and responsibilities specified. LEED, CPA, PMP, CPSM, C.P.M., HVAC, MS, IFMA, BOMA, or CPM license or certifications preferred.
Years of Management/Supervisor Experience	None

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