

## **Job Description**

Title: **Director, Real Estate**

Reports to: **AVP, Real Estate**

### **SUMMARY DESCRIPTION OF DUTIES**

- Reports to the AVP for Real Estate
- Supports HSCB Foundation Real estate development initiatives
- Manage and support staff and consultant resources assigned to the implementation of HSCB Foundation development projects
- Plan and implement related procedures and methodologies

### **QUALIFICATIONS**

- Bachelor's degree in architecture or engineering with at least 5 years of design experience, and with at least 10 additional years of progressively responsible capital/real estate planning and comprehensive development/construction implementation experience from project inception to completion
- Strong computer skills, including proficiency in AutoCAD, Adobe Creative Suite, Microsoft office suite
- Proficiency in building standards and government building codes, including Article 28 requirements for medical program space
- Strong analytical and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills, with attention to detail and accuracy
- Excellent time management skills and the ability to work in a fast-paced environment, handle multiple projects, and ability to prioritize tasks to meet deadlines
- Excellent interpersonal skills and the ability to collaborate effectively with diverse groups
- Ability to work independently with minimal oversight, and to provide technical expertise as planning resource
- Preferred:
  - Experience in higher education and healthcare planning

### **DUTIES**

1. Responsible for the management of the planning, design and construction of HSCB Foundation development projects, renovations, improvements, repairs, etc. including:
  - a. Feasibility analysis
  - b. Concept planning
  - c. Program development
  - d. Budget development
  - e. Schedule development
  - f. Pre-development planning
  - g. Design
  - h. Construction
  - i. Occupancy
2. Supervise Consultants and staff supporting development projects
3. Develop policies, procedures, and management models to successfully implement the Foundation's strategic objectives/initiatives

4. Develop, implement, and manage policies and procedures for the implementation of strategic initiatives and manage resources to achieve goals applying industry, code, and other regulatory standards and requirements
5. Create and implement measurement and reporting methodologies
6. Plan and implement Foundation capital asset management methodologies, procedures, and source and manage necessary implementation resources
7. Source and justify resources for successful project implementation, including consultant and staffing resources
8. Conduct program/project feasibility analyses and source financing to ensure project implementation
9. Identify, analyze, and coordinate related development legislation, regulations, policies, and the market and financing environment to determine project planning impacts
10. Perform general management functions, including staff/consultant/project supervision, planning, scheduling, budgeting, data analysis, reporting, presentations, invoicing (i.e., review, performance confirmation, approvals, payment follow-up), and document development (e.g., RFPs, regulatory documentation)
11. Coordinate, manage and follow up on all regulatory issues that may impact the property during the development implementation period (e.g., City inspections, citations, reviews, etc.)
12. Provide project leadership and guidance for architectural/engineering design and implementation, including code, regulatory, policy, construction standards, and serve as a liaison to all related buildings sources
13. Interact with campus leadership, including the President, deans, department heads, and directors; and develop and foster effective relationships internally and externally including all third parties (e.g., consultants, public funders and private lenders/equity providers, the community, including community groups and organizations, public agencies, design professionals, construction professionals, government liaisons, etc.)
14. Maintain a working knowledge of office and planning software, including word processing, spreadsheets, graphics and presentation software, AutoCAD, database management systems, space and asset management, project management tracking and reporting