**Director of Research Park Development**

**Summary**

This position reports to the Senior Vice President and Treasurer.

**Specific Duties**

**Serve as Director of \_\_\_\_\_\_\_\_**

* Plan and coordinate all real estate development.
* Serve as first contact for inquiries about \_\_\_\_\_\_.
* Assess and recommend real estate values in \_\_\_\_\_\_\_.
* Coordinate contractors, planning and engineering for all infrastructure development.
* Coordinate development and funding of infrastructure with all relevant governmental units.
* Promote \_\_\_\_\_\_ through commercial realtors, faculty, agencies, etc. as appropriate.
* Coordinate the advertising and promotion of the Park.
* Negotiate and present for approval offers for development in \_\_\_\_\_\_ Research Park.
* Serve as primary realtor for \_\_\_\_\_\_.
* Promote activities within \_\_\_\_\_\_\_ and secure appropriate amenities for \_\_\_\_\_\_ occupants.
* Establish and maintain data bank for \_\_\_\_\_\_,

Serve as Director for the \_\_\_\_\_\_\_\_\_

* Promote the \_\_\_\_\_\_in appropriate venues.
* Establish policies.
* Prepare business plan for \_\_\_\_\_\_ and monitor financial status.
* Secure assistance as appropriate for occupants.
* Monitor current and future needs.
* Negotiate leases and coordinate use of available space.
* Project future needs and prepare plans to meet them.
* Document success and opportunities for improvement.

**Other Duties**

* Assist with building design, contract negotiation and monitoring of construction projects. Serve as owner's representative in construction projects.