



Real Estate Executive Director

Fort Collins, CO



Colorado State University Research Foundation (CSURF) is a private, not-for-profit corporation, legally separate from Colorado State University, located in Fort Collins, CO. Founded in 1941, CSURF supports and serves the Colorado State University System through intellectual property management & technology transfer services, strategic real estate management, development services, special project oversight, and operational management. The University System consists of Colorado State University (CSU), CSU Pueblo, CSU Global, CSU Todos Santos Center and the CSU Spur campus at the National Western Center (coming in 2022).

Set against the foothills of the Rocky Mountains, Fort Collins, the Choice City, is a vibrant and growing city overflowing with opportunity. Families, outdoor enthusiasts and high-tech entrepreneurs feel at home in Fort Collins, the largest city in northern Colorado. With Colorado State University in the middle of town, innovation and enthusiasm course throughout the city, which is also a hub for craft beer revolution. When you move here, you'll instantly feel connected – Fort Collins has a friendly, welcoming culture with many groups, spaces and activities designed to bring people together, no matter your interests. Top Industries are education, manufacturing, high-tech and healthcare.

CSURF is seeking an **Executive Director, Real Estate**, a management level staff member, who 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.
- Licensed Colorado Real Estate Employing Broker.
- 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.
- 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.

KEY JOB RESPONSIBILITIES

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. Collaborate with team to implement projects, identify, evaluate and manage acquisitions, developments and investment opportunities.

Strategic Planning: Work in partnership with the VP of Real Estate and Director of Property Management to analyze, shape and execute the portfolio optimization strategy to enhance and strengthen assets. Coordinate 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.

Position Summary

Salary range: \$120,000-\$150,000 annually, commensurate with experience
 Job type: Full time, Exempt
 Hours: Monday through Friday, business hours
 Reports to: Vice President, Real Estate
 Remote work: No

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 three references

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

Incomplete applications will not be considered.

Applications will be considered until position is filled.