

Job Description: Vice President, Real Estate and Strategic Development

Job Summary: Reporting to the Office of the President, the Vice President of Real Estate and Strategic Development is responsible for managing multi-disciplined real estate and facilities projects. This position has direct responsibility for project delivery. In addition, this position will manage the operations of the Shaw University Real Estate Foundation in developing and implementing the strategic, financial, operational and project management plans for the acquisition/operation/ disposal/joint venturing of real property, campus plan projects, and deferred maintenance programs and leads the efforts to provide prudent management of financial and real estate assets, on behalf of the University.

Status: Exempt

Department: Office of the President

Essential Job Functions:

- Manages all facets of project management (budget, schedule, procurement, quality and risk for real estate and facilities projects including planning, design, construction, and closeout).
- Develops and implements the strategic, financial and project management plans for the acquisition/disposal/joint venturing of property, campus plan projects, and deferred maintenance programs; and develops implementation plans that include analyses such as cost-benefit or return on investment (ROI).
- Reviews all real estate agreements, documents, and contracts to ensure compliance with university strategic plans and compliance with pertinent laws.
- Negotiates business terms with property owners and landlords for the acquisition and disposal of the University real estate portfolio.
- Develop and implement standards, benchmarks, and metrics to ensure consistent, cost-effective, and efficient project outcomes including branding, workplace design and project delivery across the portfolio. Lead innovation and incorporate best practices into global facilities function.
- Identifies project delivery resources from pre-qualified lists or through individual project qualification process; conducts standard to complex request for proposals; completes bid analysis; leads evaluation interviews, recommends resources.
- Implements change management routines to assess change requests, make recommendations, secure approvals, and issue change orders. Assesses change requests to determine impacts to scope, budget, schedule, quality, and risk.
- Coordinates with the Chief Financial Officer or designated committee regarding the evaluation, acceptance, management, and disposition of real property assets that are donated or bequeathed to the University.
- Collaborates with and provides expertise related to campus planning and design, facilities, and real estate.
- Evaluate, pursue, and grow strategic partnerships and new business development opportunities that advance Shaw's operational, academic, and thought-leadership goals.
- Other duties as assigned. Note: This job description is not intended to provide all duties that may be required of the position, as other duties may be required of this position.

Supervisory Responsibilities

None

Minimum Job Qualifications

Education and/or Experience

- Master's degree in Business or Real Estate with a major or sub major in architecture and/or engineering, combined with fundamental subject matter knowledge.
- 6-10 years' experience in related real estate and facilities functions including transaction management, asset management and strategic planning, preferably in higher education.
- Requires in-depth knowledge of financial terms and principles. Ability to calculate complex figures forecast and prepares budgets. Conducts financial/business analysis including the preparation and presentation of reports.
- Demonstrated customer service mindset and cost control qualities.
- Proven vision, leadership, and critical thinking skills to prioritize evolving initiatives in a fast-paced environment.
- Working knowledge of Jenzabar Financials preferred.
- Proficiency in collecting and analyzing compliance business processes, workflows, and control relationships.
- Advanced knowledge of the International Standards for the Professional Practice of Internal Auditing
- Strong interpersonal and communication skills.
- Demonstrated commitment to quality customer service and ability to work in diverse environments and with diverse populations of employees.

Certificates, Licenses or Registrations

Project Management Professional certification preferred.

Five Specific Competencies

Achieving Results	Sets challenging goals, tracks progress towards them, solves performance problems, and demonstrates urgency and drive towards achieving them.
Collaboration	Builds constructive working relationships with clients/customers, guidance counselors, other work units, community organizations and others to meet mutual goals and objectives. Behaves professionally and supportively when working with individuals from a variety of ethnic, social, and educational backgrounds.
Communication	Clearly and respectfully conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as appropriate. Demonstrates good written, oral, analytical, and listening skills.
Customer Service	Makes customers/clients and their needs a primary focus of one's actions; shows interest in and understanding of the needs and expectations of internal and external customers (including direct reports); gains customer trust and respect; meets or exceeds customer expectations.

Strategic Focus	Understands how an organization must change in light of internal and external trends and influences; keeps the big, long range picture in mind; builds a shared long-range organizational vision with others. Committed to course of action to achieve long-range goals and influences others to translate vision into action.
-----------------	--

Other Competencies (skills, abilities, behavior)

Must have a philosophy that is consistent with the Mission, Vision and Core Values of the organization. Vision, commitment, and experience in achieving goals and pursuing excellence is critical; ability to work both independently and collaboratively in a dynamic and demanding environment. Must have strong verbal and written communication and organizational skills; proven ability to manage multiple complex assignments with sensitivity to deadlines, priorities, and changing circumstances; demonstrated professional work ethic and positive, problem-solving attitude. Must be able to read, write and speak fluently in English.

Physical Demands

Ability to sit or stand for up to 8 hours/day. Frequently perform desk-based computer tasks, seated work and use light/ fine grasping. Occasionally stand, walk, and write by hand, lift, carry, push/pull objects that weigh up to 25 pounds. May work extended or non-standard hours based on project or business needs.

Employee Signature

Human Resources

Printed Name of Employee

Date