



Job Title	Director, Real Estate Property Management	Job Code	FS0817
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	0
		Subfamily	Property/Building Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Property/Building Management Professionals plan, coordinate, manage, and/or supervise buildings, centers, or facilities. Typically includes facility scheduling and coordination of maintenance activities. Also prepares annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Manages and oversees real estate finance and accounting. Develops and manages operational budget. Creates and executes real estate and workplace strategies. Supervises the work of assigned personnel.

Representative Duties

1. Financial Management

- Provides oversight for real estate finances and accounting
- Develops annual budgets, including forecasting of expenses/revenues and financial modeling of new opportunities

2. Supervision

- Supervises the work of assigned personnel, including assigning and reviewing work, and conducting performance evaluations
- Provides strategic thinking and leadership for the department

3. Real Estate Oversight

- Acts as lead broker in tenant negotiations
- Collaborates with agents to ensure proper insurance coverage
- Drives legal process for all real estate contracts
- Represents the department in real estate issues

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years or relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.