



Job Title	Director, Real Estate	Job Code	FS0818
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		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 the annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Develops real estate projects for senior living and the hospitality industry.

Representative Duties

1.

- Directs the day to day strategic planning of Legacy Pointe at UCF, a \$170 million Continuing Care Retirement Community
- Coordinates and directs the work of architects, engineers, and third-party consultants
- Approves all costs and keeps the project within budget
- Provides administrative oversight of state regulatory reporting, investor reporting, and local and federal filings

2.

- Oversees the affiliation of the colleges of UCF and the programs that will be designed and offered at Legacy Pointe at UCF
- Directs the task force meetings and coordinates the work output with the project consultants
- Assists in the strategic planning of the new Senior Living degree program at the Rosen College of Hospitality
- Serves as a liaison between industry and academia
- Interviews top senior living executives on the educational skills desired in today's market
- Plans and directs the board and committee meetings for Legacy Pointe at UCF
- Keep the board informed of strategic events and milestones that are occurring with Legacy Pointe at UCF
- Oversees the approval of applicants to live at Legacy Pointe at UCF, evaluates their financial ability and health circumstance
- Assists in the approval of strategic marketing initiatives, and the on-going upkeep of the marketing center

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of 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.