AUBURN
Human Resources

# Dir, Char Real Est & Fndtn VP

Job Description

## JOB INFORMATION

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| Job Code | OB13 |
| Job Description Title | Dir, Char Real Est & Fndtn VP |
| Pay Grade | UA13 |
| Range Minimum | $123,610 |
| 33rd % | $160,700 |
| Range Midpoint | $179,240 |
| 67th % | $197,780 |
| Range Maximum | $234,860 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/13/2021 |

## JOB FAMILY AND FUNCTION

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| Job Family: | University Advancement |
| Job Function: | Major & Principal Gifts |

## JOB SUMMARY

Reporting to the Senior Vice President (SVP) for Advancement, the Director of Charitable Real Estate & Vice President of Charitable Real Estate Foundation provides the strategy and direction of the charitable real estate arm of Auburn University and Auburn University Foundation. The Managing Director drives growth of the private real estate portfolio and actively pursues gifts of real estate and real property to advance the mission of Auburn University. Oversees the held property management and development of real estate ventures on behalf of the charitable real estate foundation.

## RESPONSIBILITIES

- Provides expertise in fundraising strategies for gifts of real property for all of Auburn University.
- Manages all charitable real estate assets for Auburn, including leasing and property management, sales, and developments.
- Collaborates with the Estate Administrator, legal counsel, Auburn University Foundation Board, and other development staff to secure and administer gifted real property assets.
- Partners with campus leaders, corporations, local community, and civic leadership to pursue, maintain, and develop strategic real estate opportunities to advance the mission of Auburn University.
- Orchestrates the appropriate due diligence and survey operations for all properties and potential properties.
- Serves as a liaison between the charitable real estate foundation and Auburn University's real estate office.
- Evaluates and makes recommendations to the SVP and board of potential real estate contributions and the retention, development, and sale of properties.
- Schedules, organizes, and creates agendas for the Charitable Real Estate Foundation.
- Responsible for the engagement and oversight of any third party property managers and/or vendors.
- Conducts appropriate due diligence and utilizes legal counsel for appropriate reviews.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | No specific discipline. Degrees in Business Administration, Communications, Management, or related field is desired.<br><br>Master's degree is desired. | and | 10 years of | Experience in sales, fundraising, property management, and/or real estate. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of Real estate contract terminology and provisions. | |
| Knowledge of Alabama real estate laws, State and Federal contract guidelines, accounting principles, and zoning ordinances. | |
| Understanding of real estate transactions, appraisals, valuation, and market analysis. Ability to negotiate contracts and manage relationships. | |
| Strong organizational and project management skills. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | X | | | | |
| Eye/Hand/Foot Coordination | | X | | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |