
Auburn University Job Description

Job Title:	Dir, Char Real Est & Fndtn VP	Job Family:	No Family
Job Code:	OB13	Grade 41:	\$120,200-\$200,300
FLSA status:	Exempt		

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.

Essential Functions

1. Provides expertise in fundraising strategies for gifts of real property for all of Auburn University.
2. Manages all charitable real estate assets for Auburn, including leasing and property management, sales, and developments.
3. Collaborates with the Estate Administrator, legal counsel, Auburn University Foundation Board, and other development staff to secure and administer gifted real property assets.
4. 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.
5. Orchestrates the appropriate due diligence and survey operations for all properties and potential properties.
6. Serves as a liaison between the charitable real estate foundation and Auburn University's real estate office.
7. Evaluates and makes recommendations to the SVP and board of potential real estate contributions and the retention, development, and sale of properties.
8. Schedules, organizes, and creates agendas for the Charitable Real Estate Foundation.
9. Responsible for the engagement and oversight of any third party property managers and/or vendors.
10. Conducts appropriate due diligence and utilizes legal counsel for appropriate reviews.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline. Degrees in Business Administration, Communications, Management, or related field is desired. Master's degree is desired.
Experience (yrs.)	10	Experience in sales, fundraising, property management, and/or real estate.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, .

Job occasionally requires and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/11/2021
