

UNIVERSITY OF COLORADO LEEDS SCHOOL OF BUSINESS
Job Description
Executive Director, University of Colorado Real Estate Center

Overview: A leader who is responsible for the vision, strategy, funding and operations of the University of Colorado Real Estate Center (the “Center”), an academic program of the University of Colorado Leeds School of Business that is supported by the University of Colorado Real Estate Council (the “Council”), a program of the University of Colorado Real Estate Foundation (“CUREF”).

Mission Statement of the Center: Through the dedicated efforts of a committed University of Colorado faculty and in partnership with the University of Colorado Real Estate Council:

- Support world-class real estate curriculums for undergraduate and graduate students.
- Prepare students to be leaders in the real estate industry.
- Create a dynamic environment that supports education and research on land use, real estate development, real estate asset management and capital markets.
- Using the Council network, develop meaningful mentorship and internship opportunities for students, with permanent job placement the ultimate goal.

Goals and Objectives of the Center:

1. Achieve preeminence in the country (as recognized by academia and industry).
2. Be ranked highly in relevant publications (such as Business Week)
3. Have strong metrics in student GPAs, GMAT scores, placement rates and salaries.
4. Have a nationally recognized brand.
5. Have a sustainable financial structure.

Areas of Responsibility:

1. To establish a real estate forum and national network that involves CU alumni and friends with the Council, the Leeds School, and the University of Colorado.
2. To hold an annual conference with national and local speakers to address major issues facing the real estate industry.
3. To provide resources that support real estate education while facilitating academic and industry real estate research.
4. With the financial support and volunteer commitment of the Council, the National Advisory Board, CUREC Young Alumni, and other stakeholders, provide strategic leadership for the Center.
5. Responsible for raising funds to support the academic objectives of the Center.
6. Responsible for maintaining and building relationships with local, state and nationally significant professional associations.
7. Report to the Senior Associate Dean for Faculty and Research of the Leeds School.
8. Supervise the Center’s staff (currently three employees). The Executive Director has the authority to assign tasks, monitor progress and work flow, and check product timeliness and accuracy as well as the authority to hire, evaluate, resolve grievances and initiate disciplinary actions.
9. Chair the Council’s National Advisory Board.
10. Serve as a member of the Council’s Board of Governors.
11. Serve as a member of the Council’s Board of Directors.

12. Staff the various committees of the Council (e.g. the Education Committee, the Young Alumni Committee, the Conference Committee, and the Membership Committee).
13. Foster relationships with other academic programs and Centers/departments/divisions within the Leeds School and across the University of Colorado.
14. Expand student recruiting and job placements, both inside and outside the state of Colorado.
15. Improve our marketing strategy, programs and execution.
16. Work with Leeds School administrators, the Young Alumni Board, and the Leeds Alumni and Friends Board to promote the interests of both the Leeds School and the Center.
17. Leverage CU alumni potential beyond real estate and Leeds graduates.

Areas of Accountability:

1. Raise the visibility and prominence of the Center through visionary and strategic leadership.
2. Grow the CU Real Estate program:
 - a. Increase the number of Council members, student enrollments (especially in the MS in Real Estate program), alumni, friends, and corporate partners engaged in Council activities.
 - b. In partnership with the Academic Director, establish a reputation of being a thought leader for the real estate industry through forums, research, workshops, etc. for students, Council members and for the community.
3. Raise funds to support the vision and mission of the Center.
4. Manage the daily operations of the Council and the Center.
5. Organize and raise financial support for an Annual Real Estate Conference and quarterly networking meetings.
6. Foster industry and academic relationships that place the Center and University real estate programs in the highest regard.
7. Share knowledge of best practices in real estate development, real estate asset management and capital markets with faculty, staff and students.
8. Provide mentoring, nurturing and guidance to our students and staff.

Experience and Education: Experience and demonstrated success in senior leadership roles in publicly or privately held real estate related companies or in professional real estate associations.

1. Minimum of 20 years professional experience in commercial real estate.
2. A leader with strong strategic, tactical and execution skills.
3. Demonstrated leadership in team-building, organizational management, and personnel supervision.
4. Advanced degree in real estate or a related field (e.g. finance, economics) strongly preferred.

Contact: <https://cu.taleo.net/careersection/jobdetail.ftl?job=02608&lang=en#.VmeHuPM-34I.email>

Closing Date: Open until filled