



<b>Job Title</b>	Director of Real Estate Transactions
<b>PVN ID</b>	VC-1712-002257
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUCT & MGMT
<b>Department</b>	Facilities Planning, Construction and Ma
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 15, 2018 (Or Until Filled)

## General Description

---

### General Description

The Office of Facilities Planning, Construction and Management (FPCM) of the City University of New York (CUNY) seeks a professional who has experience in all aspects of real estate transactions, including, but not limited to, acquisition of leased space, leasing and licensing of University space, acquisition, disposition and development of real property and development, financing and leasing/licensing of student housing. The professional will be responsible for the entire real estate portfolio of both academic, administrative and student housing facilities of the University which currently consists of approximately 30 million square feet and over 300 buildings across the five boroughs of New York City. The Director will work with the colleges, institutions, central administration, the City of New York and the State of New York to develop and implement new transactional structure to leverage the physical landscape of the University. The Director of Real Estate Transactions will report directly to the Chief of Staff, or equivalent, of FPCM.

Salary commensurate with qualifications.

## Other Duties

---

### Duties

- Oversee all leasing transactions on behalf of the University, both acquiring leased space for University

functions and leasing University space to appropriate partners.

- Identify and execute real estate transactions and developments.
- Oversee acquisition/disposition/development consultants and leasing brokers.
- Lead University negotiations for all real estate transactions.
- Monitor financial management of annual leasing budget.
- Oversee all procurements related to executing real estate transactions.
- Undertake market analysis to identify real estate transaction opportunities.
- Supervise the Real Estate Manager and the Assistant Director of Public-Private Partnerships and any other employees of those functions.
- Lead the expansion of the University's student housing portfolio.

## Qualifications

---

### Core Competencies/Qualifications

- Bachelor's degree in urban/city/regional planning, architecture or related field. Master's degree a plus.
- Minimum of 7 years of related professional experience, including analyzing and/or managing complex real estate and/or financial transactions and in negotiating real estate deals. Must include at least one year directly managing staff.
- Knowledge of real estate markets across the five boroughs of New York City required.
- Strong written and verbal communication skills required.
- Ability to work with multiple constituencies and manage complex, interdisciplinary projects required.
- Experience with public construction requirements and the New York City construction market and understanding of public land use processes and bond markets is preferred.
- Experience working in New York City government, or at other levels of government and experience working with Higher Education is strongly recommended.
- Knowledge of and experience working in PeopleSoft a plus.