

Foundation Human Resources

ANNOUNCEMENT OF POSITION VACANCY



JOB POSITION: DIRECTOR OF REAL ESTATE DEVELOPMENT PROGRAMS

DEPARTMENT: Foundation Administration

DATE Available: Immediate

REFERENCE: #06-07-47

Cal Poly Pomona Foundation, one of the premier employers in Pomona – with superior benefits and competitive pay, is looking for a dynamic, forward-thinking, hands on Director to lead its Real Estate division. Some of the duties of this key position are listed below:

POSITION HIGHLIGHTS

- Oversees all commercial aspects related to marketing, policies and objectives related to current Real Estate projects.
- Analyze potential projects regarding their compatibility with the overall real estate program and provide complete project management including coordination of design, governmental approvals and construction.
- Will have oversight for negotiation of acquisitions, dispositions, and property asset management for on- and off-campus properties owned and leased and will address the evolving needs of the University.
- Will perform project management duties for all Foundation acquisitions.
- Will interface with the campus community, the local community, state government developers, consultants and others involved in the development of projects.
- Responsible for budgeting and scheduling, legal issues, working with faculty and staff to determine housing needs within a project.
- Management of sales and leasing activities, pursuing knowledge about regional real estate developments and trends, and maintaining contact with officials of other universities who are engaged in real estate development for the benefit of their campuses.
- Generate real estate approaches, solutions and actively pursue projects that increase financial contributions which support Foundation and University programs.

EDUCATION AND TRAINING

- Equivalent to graduation from a four-year college with a degree in a related area; or five to seven years related experience and/or training; or equivalent combination of education and experience. A Master's degree is desirable.
- Licenses as a real estate broker and/or a land planner along with on-going training in a variety of real estate activities to supplement proven successful performance preferred.

Cal Poly Pomona Foundation offers its employees a wealth of rich employee benefits and retirement benefits. Target starting salary for this unique opportunity is \$90k - \$110k annually, along with medical, dental, and vision, paid time off, educational and career growth opportunities, tuition reimbursement and flexible schedules.

We invite you to join our team of committed, energetic professionals.

APPLICATION PROCESS Apply directly at our website www.foundation.csupomona.edu; click on "Job Opportunities". Please use the PDF application format only.

Cal Poly Pomona Foundation, Inc.
Human Resources Department
3801 W. Temple Ave., Building #55
Pomona, CA. 91768
Telephone: (909) 869-2953 Fax: (909) 869-3716
E-mail: Fdncareer@csupomona.edu

Cal Poly Pomona Foundation, Inc., was established in 1966 to promote, assist and enhance the educational mission of California State Polytechnic University, Pomona through educational projects, university research, development, community outreach, and providing goods and services. *Employees of Cal Poly Pomona Foundation are non-State of California employees.*
Safety on Campus "Your Right to Know"

In compliance with the Jeanne Cleary Disclosure of Campus Security Policy & Campus Crime Statistics Act, Cal Poly Pomona's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Cal Poly Pomona and on public property within, or immediately adjacent to & accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol & drug use, crime prevention, the reporting of crimes, sexual assault, & other matters. You can obtain a printed report by contacting Foundation Human Resources (909) 869-3764, Police services at (909) 869-3070, or access the report online at http://www.csupomona.edu/~public_safety/security_report/ ** An Affirmative Action/Equal Opportunity Employer. ** The Foundation hires only individuals lawfully authorized to work in the United States. ** Americans With Disabilities Act ** Qualified applicants with a disability will receive reasonable accommodation during any phase of the selection process. Requested accommodations should be made in advance to the Foundation Human Resources Department.

Director of Real Estate (06-07-47)