



FLORIDA STATE UNIVERSITY  
COLLEGE OF BUSINESS  
*FSU Real Estate Center*

## **Position Announcement: Executive Director, FSU Real Estate Center**

### **Position Summary**

The College of Business at Florida State University is seeking to hire an Executive Director (i.e., Director) for the FSU Real Estate Center (i.e., the Center). The Center's mission is to support the Real Estate Program (i.e., the Program) at FSU by expanding student learning experiences and opportunities, engaging its professional and academic constituencies to continue to raise its national stature, and supporting the Program's team of distinguished faculty scholars.

The Director has primary responsibility for maintaining and improving the Center's professional relationships and activities. These include the planning and operational management of the Center's conferences, forums, and industry-related events; its administrative and financial support of students in the Program; its support of faculty initiatives; its communications with alumni & friends, executive board members, program partners, sponsors, and prospective employers; and the day-to-day oversight of the Center's staff.

The Director works closely with the College of Business Dean and the FSU Foundation on the implementation of revenue generating and fundraising activities, including the cultivation of major gifts. These activities are critical to the overall support, success and stature of the Real Estate Program at Florida State University.

### **Primary Responsibilities**

- Chief strategist in developing, implementing, overseeing, and coordinating the objectives, strategic goals, and activities of the FSU Real Estate Center (REC). Acts as the chief liaison to industry, incorporating feedback from the Center's executive board, its professional constituencies, and the program faculty. Manages the REC Executive Board. This includes managing board communications and meetings, identifying and cultivating new members, assisting the board subcommittees, and reporting to the board at its annual meeting. Ensures compliance with University and State of Florida regulations.
- Responsible for providing the framework and guidance for the center's professional events and activities (e.g. annual TRENDS conference, the FSU-Kislak market strategy forums, the Evan Jennings Distinguished Speaker Series, forums and speaker series, including the Real Deals & Entrepreneurs Series). Responsible for coordinating the Center's financial support of students in the real estate program and financial support of the activities of the FSU Real Estate Society (i.e., administrative and funding assistance for student participation and travel to professional events, corporate tours, competitions, and their involvement in events of the Center). Responsible for overseeing the Center's student support activities. Directs the Center's program manager in the awarding of fellowships, travel grants and other student assistance.
- Primary liaison between Program's students and faculty and external constituencies (industry leaders, professional organizations, etc.) to articulate the successes, activities, and objectives of the Program and Center, its faculty and its students to a wide range of audiences, academic and professional. Works with the College's PR & marketing teams to develop branding to create awareness and stimulate gift activity. Assures that the FSU REC brand, mission, products and services are consistently presented in a strong, positive image to relevant stakeholders.

- Serves as a member of the College's team to develop and execute fundraising plans that enhance student, faculty, Program and Center resources. This includes participating in planning meetings of the College's development staff, as appropriate. Serves as the face of the Real Estate Center and primary liaison to the College, the FSU Foundation, the FSU Alumni Association and their teams to develop, promote, and execute fundraising strategies.
- Work to inspire and foster loyalty among alumni, friends, sponsors, and donors, and to communicate the unique role the Center and Program play in shaping the next generation. This includes being able to handle communications and activities designed to express appreciation, provide recognition, or convey the impact of generous contributions.

### **Qualifications**

- A strong understanding of the real estate market, including trends and developments, and be knowledgeable of the discipline when conversing with industry professionals.
- Experience working in some facet of the real estate industry.
- A demonstrated capacity to establish, cultivate and manage professional relationships.
- Knowledge of Microsoft Office products and other technical relationship management tools, including knowledge of real estate specific technologies such as Argus and CoStar.
- Ability to work flexible hours, including evenings and weekends. Some travel is expected.

### **Skills and Knowledge Base**

- Ability to work within a strong team-oriented collaborative environment, as well as autonomously.
- Ability to maintain collegial communications with the Center's staff, the Program faculty, the Department, the College, and members of the FSU Foundation.
- Excellent communication skills that include effective and persuasive writing, public speaking, and interpersonal skills. A demonstrated capacity to make professional presentations.
- Ability to prioritize and effectively manage multiple responsibilities. A working understanding of organizational design, organizational behavior, and process management.
- Strong creative thinking skills.
- Careful attention to detail; ability to listen and collaborate; a professional demeanor.
- An appreciation and interest in both the professional and academic aspects of the real estate discipline.

### **Educational and Experience Requirements**

- A graduate degree (Ph.D., J.D., or master's) from an AACSB accredited college or university, plus a minimum of four years of relevant real estate experience is preferred. A bachelor's degree with a minimum of six years of relevant experience is required.

### **Working Relationships**

The Executive Director reports to the department chair and works closely with the Center staff, the Program faculty, the dean's office, and the FSU Foundation, in executing the Center's mission. The Executive Director is an employee of Florida State University.

## **REAL ESTATE AT FLORIDA STATE UNIVERSITY**

### **The Real Estate Program**

The Program is consistently ranked among the nation's top programs at public institutions (most recently ranked 6th by *U.S. News & World Report*, 2020; and among the top programs globally in research appearances in the core real estate research journals (*Journal of Real Estate Finance and Economics*, 2010; *Journal of Real Estate Literature*, 2017). Over 1,000 students are enrolled in FSU real estate courses annually. With over 350 graduate and undergraduate students are pursuing real estate degrees and/or specializations, the Program is one of the largest and most successful in the nation.

### **The FSU Real Estate Center**

The Center is established to enhance the Real Estate Program at FSU by expanding student learning experiences and opportunities, engaging its professional and academic constituencies; and supporting the Program's team of distinguished faculty. The Center's goal is to increase student and alumni success, enhance faculty productivity and influence, and continue to raise the national stature of the Program.

The Center seeks to "expand the classroom" through a variety of activities, including but not limited to:

- Its annual "Real Estate TRENDS Conference"—a world-class club-style forum organized to discuss the emerging trends facing the real estate profession.
- The "Evan D. Jennings Executive Speaker Series" which brings prominent decision makers to campus to discuss the critical issues of the day.
- The "FSU-Kislak Market Strategy Forums" and roundtables hosted in metropolitan markets that are designed to assess regional conditions and opportunities.
- The "Real Deals & Entrepreneurs Series" which brings executives to campus to discuss the "nuts & bolts" of deal making.
- The "Critical Issues in Real Estate" research symposium, organized jointly with the Bergstrom Center at the University of Florida and the Dr. Phillips School of Real Estate at the University Central Florida.
- And other activities in which executives and scholars exchange ideas and insights.

The Center helps to facilitate student participation at professional meetings (e.g., AI, CCIM, ICSC, NAIOP and ULI), awards scholarships, fellowships, and facilitates placement.

The Center seeks to advance meaningful research through annual and endowed funding support and the establishment of endowed eminent scholar chairs, professorships and scholars' programs.

The Center's executive board serves in an advisory capacity; assists in developing strategies to enhance the Program's resources; and assists with regard to career counseling, mentoring and placement of the Program's students. The board consists of approximately 60 directors and 24 conference committee members. The Center has an alumni & friends network of nearly 7,500 members. The Center's operations are supported by its programs, funded research, endowed earnings, and by the generous assistance from its board members, program partners, alumni, friends, and sponsors. The Center maintains a policy of political non-advocacy.

### **For Additional Information and to Apply**

For more information or to apply, [click here](#). Applicants that are currently employed at FSU should apply through their HR portal. For more information, contact Michelle Kane (mkane@fsu.edu).