



FLORIDA STATE UNIVERSITY
COLLEGE OF BUSINESS
FSU Real Estate Center

Position Announcement: Managing Director, FSU Real Estate Center

Position Summary

The College of Business at Florida State University is seeking to hire a Managing 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 (non-academic) 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 communications with alumni & friends, executive board members, program partners, sponsors, and prospective employers; and the day-to-day management of the Center's staff.

The Director works closely with the Executive Director, the Department Chair, 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.

Principal Responsibilities

- Work with the Center's Executive Director to develop, implement, and fulfill the Center's mission.
- Serve as the Center's chief liaison to its professional (non-academic) constituencies. This includes developing and maintaining strong professional relationships with alumni & friends of the Program, industry leaders and key professional associations, with the goal of enhancing the Center's effectiveness, student success, and the Program's standing.
- Assume primary responsibility for managing the Center's non-academic events and activities (e.g., the Center's annual TRENDS Conference, the Center's market strategy forums, the Evan Jennings Executive Speaker Series, and the Real Deal & Entrepreneurs Series), and any future events or activities that are developed.
- Assume primary responsibility for managing the Center's support to students in the real estate program and 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).
- Work with the Center's Executive Director to manage the Center's Executive Board. This includes working to manage the Board's activities and communications, identifying and cultivating new members, assisting with the Board's evolving and growing structure, assisting the Board subcommittees, and preparing materials and reporting to the Board at its annual meeting.
- Serve as a key 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.

- Assist in the facilitation of meetings, communications, informational exchanges and project/philanthropic coordination with the Dean's staff, FSU Foundation staff, faculty, program staff, and other stakeholders.
- Develop and maintain close relationships between and among the 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.
- 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 of students and graduates. This includes being able to handle communications and activities designed to express appreciation and recognition, or convey the impact of generous contributions.

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 Executive Director, and other members of the Center, the Department, the College, and members of the FSU Foundation.
- Excellent communication skills that include effective and persuasive writing, public speaking, and interpersonal skills.
- 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.
- An appreciation and interest in both the professional and academic aspects of the real estate discipline.
- Ability to listen and collaborate; a professional demeanor.

Qualifications

- The individual must have a strong understanding of the real estate market, including trends and developments, and be knowledgeable of the discipline when conversing with industry professionals.
- The individual must have experience working in some facet of the commercial real estate industry.
- 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.

Educational Requirements

- A master's degree or higher from an accredited college or university is required.
- A demonstrated capacity to make professional presentations.

Working Relationships

The Managing Director reports to the Center's Executive Director, a faculty member who is responsible for oversight, communication, and measurement of the Center's overall goals, professional and academic. The Managing Director is an employee of Florida State University. The position is funded by the FSU Real Estate Center.

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*, 2017; and ranked among the top four 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 300 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 DeVoe Moore Center at FSU and the Bergstrom Center at the University of 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, SIOR 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 currently serves as the administrative home for the American Real Estate and Urban Economics Associations (AREUEA), one of the discipline's leading academic research associations.

The Executive Board assists in advancing the Program's visibility and national standing; serves in an advisory capacity to the Program's faculty; 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 25 conference committee members. The Center has an alumni & friends network of nearly 6,000 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

To apply, go to one.fsu.edu/jobs. For more information, contact Michelle Kane (mkane@fsu.edu).