



Please Note: A change was made to this position announcement on Jul 07, 2023

Business Title: **Assistant Vice Chancellor for Real Estate  
Development & Administration**

Official title: Real Estate Dev Dir (Inst)(FP033)

Qualifications:

- At least five years of leadership experience in real estate development with demonstrated success functioning in a complex environment, overseeing real estate, property and lease portfolios required.
- Experience as a proven leader in higher education, government, or business organization of relevant size and complexity; evidence of vision, service orientation, and commitment to collaboration.
- Strong negotiating skills, ability to navigate challenges and manage conflict.
- Strong interpersonal skills with a demonstrated ability to establish and maintain working relationships at all levels of an organization.
- Excellent communication and presentation skills with the ability to effectively deliver concise, compelling messages (verbal and written).
- Demonstrated leadership skills with the ability to oversee and motivate a team to achieve aggressive
- Proven experience delivering development projects with Public-Private Partnerships preferred

Job Summary:

About the Position:

Under the direction of the Associate Vice Chancellor for Facilities Planning & Management (FP&M) at the University of Wisconsin-Madison, this position is responsible for leading the institution's real estate development initiatives in support of the university's mission.

The Assistant Vice Chancellor of Real Estate Development & Administration will lead the establishment of UW-Madison's real estate development program from the ground up, meeting with internal and external stakeholders to identify real estate priorities, establishing an organizational structure, identifying management reporting lines, and building a highly engaged, highly motivated team to drive and support the University of Wisconsin - Madison's strategic priorities.

The scope of responsibility includes real estate oversight duties from site selection to construction and building, to leading the team responsible for real estate development and administrative duties. This includes lease management, property tenant representation, and property agreement management. This role will also oversee strategic campus-level public-private development projects that include buildings and structures that align with the university's Revenue Innovation strategy ([vc.wisc.edu/initiatives/revenue-innovations/](http://vc.wisc.edu/initiatives/revenue-innovations/) ).

About UW-Madison:

Founded in 1848, the University of Wisconsin-Madison is the flagship university of the University of Wisconsin System. It has a national and international reputation for educational excellence and innovative research and is consistently among the most prolific research universities in the world. UW-Madison enrolls 47,830 students and has more than 20,000 employees. UW-Madison has a reputation for academic excellence and educational innovation and is committed to progress in areas of diversity and inclusion.

About FP&M:

Facilities Planning & Management (FP&M) is a full-spectrum facilities management organization supporting the university's education, research, and outreach activities for a campus with over 400 buildings and 938 acres.



**Standard Summary:** FP033 Real Estate Development Director (Inst)

Plans, controls, and directs institution-wide real estate development activities and acquisition to support the organizational growth and facility needs. Maintains strategic relationships with government and business entities to foster and promote organizational real estate objectives.

**Essential Responsibilities:**

- 20% Develops, directs, and implements strategies for institutional involvement in regional economic development
- 20% Schedules logistics and secures resources for the design, construction, and development of institutional facilities and property
- 20% Serves as a key liaison to internal and external stakeholders to maintain strategic business relationships that foster development objectives
- 10% Develops and audits annual budgets, assets, and liabilities for designated facilities and property
- 10% Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employees

**Unique Responsibilities:**

- 20% Leads and delivers on strategic initiatives including directing public-private partnership real estate initiatives to meet university priorities, strategic concepts outlined in the university's Revenue Innovation Study and FP&M strategic initiatives

**Education:**

Preferred

Bachelor's Degree

A bachelor's degree in real estate development, business, finance, or comparable work experience strongly preferred

Preferred

Master's Degree

An advanced degree and/or professional certification in real estate development, business, finance or related field strongly preferred.

**License/Certification:**

**Additional Information:**

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

Successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, or a foreign national authorized to work in the United States without the need of an employer sponsorship) on or before the effective date of their appointment, and maintain eligibility without sponsorship throughout their appointment.

**How to Apply:**

To begin the application process, click the "apply now" button. You will need to upload a cover letter and resume that speak to your qualifications as they relate to this position.

Please note, online applications must be received by 11:55pm on the deadline listed. We are unable to consider incomplete application materials or application materials submitted after the deadline listed.

Applicants will also be asked to provide contact information for three professional references, including a current or former supervisor, who can speak to their abilities as it pertains to this position. References will not be contacted without prior notification to the candidate.

