



Job Title	Real Estate Operations Manager
PVN ID	VC-2406-006294
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Real Estate
Status	Full Time
Annual Salary	\$110,000.00 - \$120,000.00
Hour(s) a Week	35
Closing Date	Sep 03, 2024 (Or Until Filled)

General Description

The Department of Facilities, Planning and Construction Management coordinates all real property leasing and related activities for the City University of New York (CUNY). The Real Estate Operations Manager will coordinate the administration of the University's real property leases and other related activities. The Real Estate Manager will report directly to the Executive Director of Real Estate and Planning.

Other Duties

- Coordinate with the Department of Space Planning and colleges and institutions to identify new leasing needs of the University.
- Coordinate with colleges and institutions to develop business plans for lease acquisitions or renewals.
- Manage University's brokers to identify potential spaces for lease acquisition.
- Lease administration- monitor leases for critical dates.
- Assist in negotiations for lease acquisitions and renewals.
- Perform financial analysis of lease acquisition and renewal opportunities.
- Coordinate with the University's Office of General Counsel to produce leases and obtain necessary approvals from New York City and New York State.
- Process rental payments, purchase orders, encumbrances and maintain complete and accurate rent payment files.
- Examine rentals invoices for accuracy and completeness.
- Act as liaison with landlord representatives on rental payment issues.
- Prepare rent budget charts and related reports.
- Assist in resolving routine operational issues at the leased locations.
- Perform other related duties as required.
- Serve as primary point of contact with state and local government for lease registration and payments.

Qualifications

Minimum Qualifications

- Bachelor's degree in finance, real estate, or another related field.
- Lease administration expertise.
- Management experience with overseeing a team and vendors.
- Budget development and monthly financial reporting

Preferred Qualifications

- Experience in accounts payable, particularly as they pertain to New York City, New York State and CUNY purchasing procedures.
- General knowledge of commercial real estate principles and terminology.
- Knowledge of New York City commercial and retail rental markets.
- Exceptional organizational, team and time management skills.
- Professional and effective interpersonal communication and written skills.

Core Competencies

- Good organizational and planning skills. Excellent written and verbal communication.
- Ability to work on multiple design and construction projects at one time. Excellent organization skills and the ability to multi-task
- Ability to work under pressure and to meet multiple deadlines. Ability to prioritize competing work.
- Self and team motivator. Ability to be a team player.
- Ability to set project priorities and adjust implementation strategies.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Alert, observant, and looking for ways to improve processes
- Out of the box thinker, creative, inventive and adaptable to situations