

Job Title	Executive Director of Real Estate and Planning
PVN ID	VC-2504-006783
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	
Status	Full Time
Annual Salary	\$175,000.00 - \$195,000.00
Hour(s) a Week	35
Closing Date	Jun 03, 2025 (Or Until Filled)

General Description

The City University of New York (CUNY), Office of Facilities Planning, Construction, and Management (FPCM), is responsible for CUNY's facilities management and capital program, which provides new facilities, renovations, and upgrades to the University's 300 buildings across 25 colleges and professional schools. FPCM's goal is to preserve the University's campus assets and when appropriate, expand the University's facilities portfolio to meet 21st-century demands.

The Executive Director of Real Estate and Planning at Facilities Planning, Construction, and Management (FPCM) is a critical senior position serving as the key advisor to the University's Vice Chancellor for FPCM for actions pertaining to the departments of Real Estate and Planning. The Executive Director supports and advises the Vice Chancellor in the strategic planning, supervision, and delivery of services for two key areas within FPCM, which must work closely with one another to deliver Real Estate Transactions and Facilities Planning

The following are the highlights of the two areas:

Facilities Planning

- Determining the space needs for each campus, based on the academic programs
- Preparing the physical master plans and amendments for each campus, based on enrollment projections by discipline, as approved by the Offices of Academic Affairs and Budget
- Conducting space utilization studies
- Maintaining the Space Management Inventory
- Analyzing and preparing the materials for the annual Capital Budget Request and
- Managing the Facility Condition Assessment process

Real Estate Transactions

- Coordinating efforts to maximize the University's real estate assets
- Identifying viable public-private projects on CUNY campuses

- Working with consultants and colleges on site selection and planning
- Assisting in the selection of consultant teams, including drafting scope of work, issuing RFPs, conducting interviews, analyzing proposals, and negotiating agreements and fees
- Overseeing the consultant team's work, including conducting planning studies, feasibility analysis, zoning analysis, traffic studies, financial analysis, and negotiations with private developers

Responsibilities

- Assist the Vice Chancellor in all aspects of managing and leading the functions of Real Estate and Space Planning
- Support the Vice Chancellor with drafting resolutions and presentations seeking approvals from the University's Board of Trustees' Committee on Facilities Planning and Management and The City University Construction Fund's Board of Trustees
- Work cooperatively and collaboratively with the University's central offices, departments, each of the University's colleges, and their key campus administration officials, faculty, and staff
- Undertake special projects and play a key leadership role on behalf of the Vice Chancellor to follow up and bring projects to completion
- In collaboration with the Vice Chancellor, develop the strategic direction for the supervised teams to align their actions with the University's strategic priorities
- Supervise staff members to achieve the desired performance and objectives
- Lead the management and development of space planning studies and inventories for Central Offices and all Campuses
- Support the Vice Chancellor with the development and documentation of the annual university-wide capital plan
- Direct staff and work with all campuses to manage space assignment data, facility operations, and preventive maintenance through the Archibus system
- Work with the Vice Chancellor and the Campuses to develop Campus Master Plans and their associated development processes
- Maintain the Floor Plans database and AutoCAD drawings to be current, accurate, and in compliance with CUNY, FICM, and BOMA standards
- Develop space data and analysis as needed
- Maintain a Facility Condition Assessment tool to continuously report to the Vice Chancellor on the health of Campus Facilities and their maintenance priorities
- Lead the development of policies and implement all Real Estate Transactions for the University
- Study, analyze, and recommend asset monetization, space acquisitions, and dispositions
- Oversee and lead all potential Public-Private Partnership Projects
- Through the team, coordinate all activities within the leased properties with the landlords
- Coordinate all real estate procurements, broker requirement contracts, real estate services requirement contracts, titles, surveys, and appraisals
- Negotiate leasing term sheets, oversee lease negotiations and perform financial management of leases
- Continuously develop processes and mechanisms to identify opportunities for lease savings
- Provide system approvals as needed

Other Duties

The Executive Director will also work strategically with the Vice Chancellor to coordinate work with other

departments within FPCM:

Design, Construction, and Management

The Department of Design, Construction, and Management are CUNY's architects and engineers. This group is responsible for:

- Implementing the design and construction of funded projects
- Selecting architectural and engineering consultants
- Coordinating functional and technical requirements of projects
- Supervising project delivery while the colleges continue to operate
- Providing technical support
- Managing the spend-out of Critical Maintenance and Condition Assessment funds and
- Overseeing energy conservation planning and project coordination

Financial Management and Administration

The Financial Management and Administration unit, including the University's Capital Budget group, is responsible for:

- Preparing CUNY's annual Capital Budget Requests
- Lobbying for capital funds
- Acting as liaisons to various offices
- Performing accounting services and fiscal management
- Managing all recruitment and personnel matters

Sustainability and Energy Conservation

- Working with faculty, administrators, and students in leading the University's sustainability efforts
- Helping to identify and implement sustainability measures, supporting operations and maintenance programs, and assisting with securing grant funding
- Organizing city-wide efforts through the DG Hub program, which leads the NYC Solar Partnership and works with NYC agencies to develop tools and educational resources, and provide technical assistance to solar and battery storage stakeholders
- The CUNY Conserves program works with each campus to provide information, support research, conduct energy planning, and compile university reports

Qualifications

Minimum Qualifications

- Bachelor's Degree in Finance, Economics, Business, Engineering, or other related fields
- Demonstrated experience in Real Estate Transactions, P3, and Space Planning as outlined in the Job Responsibilities above
- Advanced proficiency in Excel, Word, and PowerPoint
- Experience in prioritizing projects, meeting deadlines, and initiating follow-through with meticulous attention to detail and high-level accuracy both individually and in a team setting
- Exceptional interpersonal skills and the ability to maintain working relationships with staff, partner

agencies, colleges, and all other internal and external partners with the utmost professionalism

- Business acumen, collaborative leadership, and organizational and communication competencies
- Excellent problem-solving skills
- Strategic thinker with the demonstrated ability to understand complex problems with multifaceted aspects and skillful at negotiating and bringing consensus for solving issues
- High level of accountability and commitment
- Proficient in technology systems

Preferred Additional Qualifications

- MA in Business Administration, Government Relations, or related field
- Experience working in a large complex organization, in the public sector, and/or in higher education

Core Competencies

- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organizational 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
- Knowledgeable of capital and operating budgets
- Alert and observant and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations