



Job Description

Job Title: Senior Director – Real Estate Planning & Development **JTC: AQD**

Salary Range: E05 **FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives. Requires a dynamic understanding of relevant laws and policies and the ability to independently analyze problems, search for strategic solutions, organize and influence individuals to meet the vision, mission and goals of the organization and DCCCD. Ensures operations function to promote diversity and professional growth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience providing direct leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Advanced knowledge and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Advanced experience implementing complex projects with the ability to plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Effectively skilled to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Knowledge and experience providing recommendations to sustain and improve work environment in the face of change and environmental challenges. The ability to acknowledge, understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Capable of proactively improving the organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. The ability to recommend policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience. Excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) years of experience in related field. Official transcripts are required. Must have valid driver's license. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing strategic leadership and managing resources, related to real estate planning and development, that are needed to meet the vision, mission and goals of the Dallas County Community College District. Will have bottom-line profit and loss responsibility for project conceptualization, planning, permitting, market and financial analysis, financing, retail leasing, interface with design and construction and the successful development and/or redevelopment of DCCCD real estate. Participates in the identification, feasibility analysis and negotiation of real estate acquisitions. Evaluates assets, systems and services, and provides a forward-leaning posture for the District.

Responsible for reviewing public/private partnership proposals, prepare and direct internal requests for authorization of capital investment/expenditures to initiate development, support and prepare investment committee packages. Participate in the identification and negotiation of debt financing including public and/or tax increment financing, public grants, public incentives, and tax credits.

Collaborates with internal/external multi-cultural stakeholders and constituents to review goals and gauge priorities. Participates in professional and community meetings; represents the district on regional/local boards. Prepares reports and provides updates to leadership team; makes Board presentations on critical issues as needed.

Must be able to work independently or within a team environment and employ solid decision-making skills. Ensures adherence to DCCCD policies and procedures as well as applicable local, state and federal guidelines. Interacts with attorney, architects, engineers, and other consultants to plan projects related to public entitlement, site permits, acquisition due diligence, and closing activities.

Position requires excellent oral, written and presentation skills, as well as strong organizational, problem solving and negotiation skills in order to interact with a diverse DCCCD community network. Must be able to provide exemplary customer service. Supervises or leads a team of approximately 10 consultants. Develops and manages real estate planning budgets as necessary for the District.

Performs other job duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position.



Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.