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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Capital Planning and Real-Estate Development
DIVISION: Administration and Finance
REPORTS TO: Assistant Vice President for Business Services
GRADE: 16
SUPERVISES: Professional and administrative support staff

BASIC FUNCTION:

Provide consultation, support, and guidance for a University-wide capital planning & real-estate development process that incorporates and addresses current and future academic, financial, and facilities planning efforts. Assist units in the development of strategic capital plans that align with the core academic and administrative goals. Provide consultation to the Assistant Vice President for Business Services and the Vice President of Administration and Finance, providing assistance and advice on University policy and capital asset related real property matters. Provide organizational leadership for the Office of Business Services and its interfaces with the units within other University Divisions and external constituents. Provide capital planning and organizational consultation for all University departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership and consultation in the development of the University's Master Plans for development on all University Campuses in addition to ongoing capital planning and real estate management and commitment processes that emphasizes collaboration and results in a strategic plan that will fulfil University wide goals and initiatives.

Analyze emerging capital real estate management trends globally, nationally and within the State to ensure that the University is responding to environmental changes that could impact the field of higher education and the University of Rhode Island.

Provide guidance and support across the different Divisions of the University in the development of a capital planning process and goals as related to the overall core academic & administrative plans.

Provide consultation to units in the development of their own capital plans, ensuring that these plans are aligned with the institution's goals.

Provide organizational leadership to Business Services, assisting in coordinating the office support work, and its interfaces with the units within Administration and Finance, the other Divisions, and external constituents.

Serve as a lead operative in advancing real property and building space transactions involving the surplussing, sale, acquisition, and lease of University/Council owned land, buildings, as well as land and buildings that may be purchased or leased by University entities, conducting research, securing appraisals, conducting business plan evaluations, and preparing the necessary documentation to seek approvals at the state level for such transactions, including those involving public/private partnerships.

Coordinate the integration of planning and evaluation information with the fiscal allocation process within Business Services, providing supervision and guidance to the Executive Business Analyst, the Executive in Residence from the R.I. Department of Transportation, and the pending Business Analyst in support of tasks associated with capital planning and real estate.

Facilitate, serve, and staff, as needed various university planning committees to ensure continuity and integration of capital planning efforts, including providing in-depth analysis of the capital plan to the University's Budgeting and Planning Council and the President's Senior Leadership Team.

Develop an integrated communication strategy for the dissemination of data, information and perspective regarding progress on capital planning, implementation and evaluation outcomes to the campus community and external constituencies.

Lead the development and implementation of a plan for evaluation of the effectiveness of capital plan integration toward the goals included in the Academic and unit plans, measuring progress toward both short- and long-term goals.

Provide annual updating, modifications, reporting, and presentation support for the University's Capital Plan, including both active and proposed projects, at all levels of the University, the Council on Postsecondary Education and State Government.

Confer with the Assistant Vice President for Business Services and the Vice President of Administration and Finance and provide assistance and advice on University policy and matters related to University real-estate and capital assets.

Undertake special projects as assigned and provide other general assistance to the Assistant Vice President for Business Services and the Vice President of Administration and Finance as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelors of Science degree in Architecture or related field and ten years of experience in higher education administration and planning; demonstrated broad experience and knowledge in a post-secondary environment; demonstrated progressively responsible administrative experience in planning, organizational development, consulting and training, with progressive experience in fiscal and real estate transaction management; demonstrated strong and flexible administrative and consultative skills; demonstrated ability to work with diverse groups/populations; demonstrated excellent editing skills; demonstrated strong interpersonal and verbal communication skills; and, demonstrated proficiency in written communication skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.