

Assistant Director, Real Estate
Tufts University

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Posted May 6, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director, Real Estate
Department	Tufts University Operations
Institution	Tufts University Medford, Massachusetts
Date Posted	May 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/21859?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Operations Division is proud to direct essential functions and services for the Tufts community across four campuses, spanning 750 acres and including 225 buildings. Our staff of over 500 operates 14 dining facilities, ensures delivery of all incoming/outgoing and intercampus mail, and administers the provision of public and environmental safety and the upkeep of grounds and physical plants. Responsible for campus planning, sustainable waste management, and overseeing all construction and renovation projects, we strive to deliver high-quality, reliable, and innovative services that are responsive to the changing needs of the Tufts University community.

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What You'll Do

This position of Assistant Director, Real Estate exists to provide support to the Senior Director of Real Estate and the Operations Division of Tufts in the execution of all real estate matters and activities of the University. This is a pivotal role that will actively manage the day-to-day operations of the real estate department while the division explores and implements process improvement initiatives to grow and streamline the department to better serve the University into the future. This role will be critical in maintaining the day-to-day functionality of university real estate operations, while maintaining flexibility to grow with the organization as changes are implemented.

Essential Functions:

- University Leasing – Manage and negotiate all University leases as both tenant and Landlord. Manage landlord-tenant relationships. Establish optimal asset leasing strategy to maximize value and achieve University goals. Approve all leasing-related costs and invoices.
- Coordinate with the capital projects, facilities, and campus planning teams in the identification and implementation of space opportunities and new development.
- Manage property tax and PILOT obligations with Government and Community Relations.
- Coordinate valuation, acquisition, and disposition of real estate assets and gifts to the University.
- Provide advisory services to individual schools and the university overall as the first point of contact to understand and address ongoing real estate strategy and issues.
- Employ strategies to address the day-to-day issues arising within the university's real estate portfolio. Recommend system-wide improvements and best practices.
- Gather and maintain current market information for Tufts' distinct campuses. Maintain working knowledge of current market dynamics and pricing for utilization in real estate scenarios and decisions.
- Coordinate with both in-house and external legal counsel in the implementation of real estate matters.
- Coordination with University Finance division regarding real estate financial projections and impacts, as well as integration of real estate-related data into budget projections.
- Assist individual schools in seeking out satellite locations for emerging programs.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by a Bachelor's degree in real estate, business, finance or related field and 7+ years in commercial or institutional real estate.
- Strong real estate analysis and reporting skills.
- Real estate development, asset management, and property management.
- Analytical and problem-solving skills.
- Strong financial modeling and understanding of real estate investment analysis.

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- Strong understanding of real estate legal documentation
- Self-motivated/Self-starter with comfort working in an unstructured setting.
- Skilled communicator and presenter, facilitator
- Demonstrated experience in collaborating and leadership across all areas of the organization

Preferred Qualifications:

- Master's degree in real estate, business, finance, management, or related field
- 10+ years of experience in both commercial and institutional settings.
- Strong property management and operations management background
- Strong understanding of all aspects of real estate, including underwriting, legal, financial, operational
- Exhibited ability to navigate a complex and undisciplined environment

Pay Range

Minimum \$94,600.00, Midpoint \$118,250.00, Maximum \$141,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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