

COOK INLET REGION, INC.
JOB DESCRIPTION

Position: Vice President, Real Estate
Department: Real Estate
Reports to: Chief Operating Officer
FLSA Status: Exempt

Supervises

Director, Real Estate
Manager, Real Estate
Consultants and contractors

General Function

In alignment with CIRI's mission and values, oversee, direct and implement a multi-faceted, long-range real estate program and manage the professional and support staff that administers that program. The program consists of real estate investments, partnerships, related operating companies and in-house development projects across the United States. As a member of the Executive Management team, provides management support to the President and Chief Executive Officer in various Company and business development programs.

Major Activities (Typical Duties and Responsibilities)

1. Administer strategic real estate plan by coordinating business activities to meet objectives.
 2. Regularly analyze plan objectives for congruence with overall corporate objectives.
 3. Research and analyze economic trends, real estate markets and opportunities with the goal of identifying transactions that fit the real estate program strategic objectives.
 4. Design, direct and participate in the preparation of due diligence materials, analysis and documentation in order to verify the claims and representations of any acquisition candidates prior to consummation of purchase transactions. Oversee the establishment of a historical record of the processes undertaken.
 5. Direct outside attorneys and work in cooperation with CIRI attorneys in the preparation of necessary legal documents that prudently memorialize the agreed terms of business acquisitions.
 6. Negotiate independently, or with others, the terms of transactions for the acquisition and disposition of real estate assets, subject to the approval of the appropriate governing authority.
 7. Prepare periodic analytical reports for distribution to senior management and the Board of Directors regarding the financial performance of the real estate program and recommend new transactions, both acquisitions and dispositions.
 8. Serve on the Executive Management team to develop policy guidelines for overall corporate strategy.
 9. Participate in political/public relations and community activities on behalf of CIRI.
 10. Efficiently and effectively supervise staff, including completing performance evaluations and career development.
 11. Performs other duties as appropriate and as assigned.
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Skills and Abilities

- Understand CIRI's mission, vision and strategic focus areas and incorporate knowledge into daily activities.
- Knowledge of common commercial real estate practices, terminology, market forces, trends and techniques that affect office, retail, multi-family and industrial warehouse property types.
- High level of skill in building effective and cooperative relationships with other departments within the Company and with community partners.
- Must have excellent written, verbal and technical skills appropriate for regular communication with legal, financial, technical and managerial professionals, corporate directors, management and staff, and a wide range of third party professionals.
- Understanding of the requirements of the due diligence exercise and the ability to initiate, conduct and evaluate a due diligence examination of acquisition candidates.
- Broad mathematical ability necessary to apply financial concepts to investment analysis including the ability to apply and understand the implications of concepts such as financial ratios, present value, discounted cash flow, residual values, and internal rate of return; also the ability to understand and work with mathematical procedures such as trend analysis, probability and statistics, as well as accounting concepts such as expense vs. capitalize, operating vs. capital leases, and rent vs. own decisions.
- Analytical and verbal skills necessary to assist or represent Senior Management in negotiating and evaluating the implications of the commercial terms of investment transactions and to interpret and discuss legal documents pertaining to new and existing investments.
- Ability to conceptualize business strategies, verbalize their advantages and disadvantages, calculate their financial impact and suggest methods for their application.
- Ability to work effectively with a wide variety of professionals involved in real estate as well as with corporate management and staff, and public officials in various levels of government.
- Excellent leadership, supervisory and management skills.

Physical Abilities

- Must possess sufficient fine motor skills for use of computers, calculators with an ability to withstand repetitive keyboarding for extended periods of time.
- Must be able to sit for extended periods of time.
- Must be able to kneel, bend and twist at the waist on an occasional basis.
- Must be able to reach below shoulder height with regular frequency (desk position) and at or above shoulder height on occasion.
- Must be able to maintain balance on uneven surfaces and to negotiate stairs on an occasional basis.
- Must be able to walk and/or stand on hard surfaces for extended periods of time.
- Must be able to push, pull, carry and lift objects weighing up to 20 pounds on a regular basis, and greater weights on an occasional basis.

Minimum Experience

Master's in Business Administration or Finance preferred, but will consider undergraduate degree in accounting, finance, real estate or business management. Ten years of progressively more responsible experience in real estate development, commercial property management or corporate mergers and acquisitions; or any combination of training and experience that provides the required skills, knowledge and abilities. Proven performance as a financial or real estate executive with established experience directing corporate planning or administration. Demonstrated success in providing leadership in entrepreneurial and opportunistic situations. Supervisory experience required.

Required Contacts

- CIRC Board of Directors, executives, management and staff
- Executives, management and staff of CIRC subsidiaries and affiliated non-profit entities
- Partners, managers and staff of joint ventures and limited partnerships
- Purchasers, sellers and tenants
- Local, state and federal government and agency representatives and staff
- Members of the public and business community

APPROVAL

Incumbent: _____ **Date:** _____

Supervisor: _____ **Date:** _____