Downloaded from <https://www.velvetjobs.com/job-descriptions/director-real-estate>

# Example of Director, Real Estate Job Description

Our innovative and growing company is hiring for a director, real estate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, real estate

* Drive input into all executive project reviews
* Review and prepare valuation analyses using various valuation methods, including discounted cash flow models using the standard suite of Microsoft Office and/or Argus to drive related deliverables
* Research and develop internal strategy on real estate (land, office and data center) markets in various metros
* Compare and analyze market transactions for valuation purposes
* No formal supervisory responsibilities in this position are envisaged for the foreseeable future
* Supervise RED business plan and strategic planning process
* Lead the team in development and enhancement of the internal controls, monitoring procedures, reconciliations and reasonability checks
* Analyze retail real estate proposals related to new stores, relocations, expansions and renewals
* Negotiate lease terms across a variety of retail channels
* Coordinate with store construction/architecture on store build outs and renovations

## Qualifications for director, real estate

* Constantly perform desk-based computer tasks, frequent stand/walk, and use a telephone
* Occasionally write by hand, occasionally lift/carry/push/pull objects that up to 10 pounds, grasp lightly/fine manipulations
* Functional real estate expertise
* Adept at building strong, trust-based relationships with diverse constituents and deeply understanding the needs of different stakeholders (including public officials, construction managers, architects, attorneys, school leaders, and partner organizations)
* Sensitivity and predisposition to the needs, beliefs, and experiences of the communities in which we serve
* Minimum 10 years of related experience, including at least 5 years of corporate level experience of a Fortune 500 company