

REAL ESTATE MANAGER

Reports to: Director of Operations

FLSA Status: Exempt

ORGANIZATIONAL OVERVIEW

KIPP is a national network of 109 schools that are free, open-enrollment, college-preparatory public schools with a track record of preparing students in underserved communities for success in college and in life. We are currently in 20 states and the District of Columbia serving over 32,000 students. Eighty percent of our students are low-income, and more than 90% are African American or Latino.

KIPP San Antonio is a growing network of schools: KIPP Aspire Academy, founded in 2003, KIPP University Prep, founded in 2009, and KIPP Camino Academy, opened in August 2010. Building on the success of our local KIPP schools as well as the KIPP national network of schools, we are currently embarking on an aggressive growth plan that will include additional schools. We are committed to providing our students with a top quality education, making no excuses regarding background or previous educational experience, and recognizing that there are no shortcuts to success!

Continuing a pattern of excellence and impact, KIPP San Antonio is a finalist for the H-E-B Excellence in Education Award in the small district category. KIPP San Antonio's flagship school, KIPP Aspire Academy has scored in the top three middle schools in San Antonio for the past three years, with the highest Reading scores in the city for the last two years. Further, it has maintained the highest attendance rate in San Antonio and was recently named one of "The Best Public Schools" in Texas by the National Center for Educational Accountability.

POSITION SUMMARY

Responsible for the strategic acquisition, development and management of real estate for KIPP San Antonio schools.

RESPONSIBILITIES

- Locate viable properties for KIPP San Antonio schools' expansion.
- Liaise and manage relationships with architects, property development firms, project managers, and general contractors.
- Represent KIPP San Antonio and its interests to property owners and lessors.
- Manage and negotiate KIPP San Antonio leases.
- Coordinate with school leaders to ensure that facilities adequately support schools' academic mission.
- Develop long-term strategic facilities plan based on KIPP San Antonio's growth plan.
- Develop expertise in charter school facilities.
- Coordinate and collaborate with other charter school networks to stay current on charter school facility best practices.
- Lead Board of Directors Facilities Committee.
- Compile data and produce reports.
- Schedule property maintenance.
- Review contracts and leases; make recommendations surrounding terms and conditions of such.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree required.
- At least five years experience in the real estate industry.
- Contract knowledge preferred.
- Passion for education and understanding of how successful schools operate.
- Demonstrated project management and interpersonal skills.
- Strong oral and written communication skills.
- Strong knowledge of the San Antonio real estate market.
- Excellent organizational, planning, and implementing skills.
- Ability to communicate effectively with a wide range of stakeholders.
- A collaborative, flexible style with strong service mentality.

COMPENSATION AND BENEFITS

- Excellent medical, dental, vision plans offered

HOW TO APPLY

Apply on-line at www.kippsa.org/join

KIPP San Antonio, Inc. is an Equal Opportunity Employer.