

Colorado Executive Director – Real Estate Development

Reports to: Chief Executive Officer

Anticipated Start Date: January 2025



GENERAL DESCRIPTION:

Pacific Charter School Development, Inc. or PCSD (www.pacificcharter.org), seeks an experienced, entrepreneurial, and collaborative leader to serve as its Founding Executive Director for Colorado. The Executive Director will play a hands-on role in developing and running PCSD's operations within the state and will be responsible for creating and guiding the growth of the regional office, overseeing and supporting the development of new charter school facilities, and establishing and maintaining key partnerships with funders, operators, and community officials. The position will begin working with an established school pipeline to help them identify sites, align on project affordability and manage the development process. As the region grows, the Executive Director will have the opportunity to build a team of project managers. The work will primarily be in the Denver metro area, Ft Collins, and Colorado Springs, but may require travel throughout the state.

UNIQUE PARTNERSHIP OPPORTUNITY

The Executive Director will help launch a new organization in Colorado to support early stage operators and growing networks of charter schools statewide through an innovative collaboration with Colorado Schools Fund (CSF). This position is a unique opportunity to impact not just individual schools and communities but also to play a statewide role in strengthening and growing access to high quality public education. The Executive Director will be viewed as the leading expert in charter facilities and, as such, will be expected to consult with our partners, including CSF, to provide input in their efforts on that front. The new organization will be the primary resource for Colorado schools for strategic advising, technical assistance, lending and project management.

About PCSD

Pacific Charter School Development, Inc. or PCSD (www.pacificcharter.org), is a national non-profit organization focused on facilities solutions for high quality charter schools. PCSD currently manages revolving equity funds and development activities in three states – California, Texas, and Washington State – and is expanding its mission of providing facilities solutions for high quality charter operators to the State of Colorado.

At PCSD, we believe every child deserves a safe and inspiring learning environment. But a legacy of systemic inequality in education has left many historically under-resourced communities with limited educational options. Lack of affordable school facilities is a major barrier to expanding the number of high-quality public schools educating students of color. PCSD exists to break down that barrier.

We are a non-profit, full-service real estate development firm offering an array of services to meet the unique needs and goals of charter school partners. We work side-by-side with charter school partners to acquire land, build school facilities, and match the project with affordable financing from a lender, all in an effort to bring more high-quality charter school seats to chronically under-resourced communities. Since 2004, Pacific Charter School Development has developed over \$1.0B in total projects, creating 120+ campuses serving over 50,000 students across multiple districts and municipalities. By changing the facilities landscape for charter schools, we are ensuring that more students have access to schools where they can learn and thrive.

ROLES & RESPONSIBILITIES:

The Executive Director's key functions include guiding new school leaders through the facilities process, developing project pipeline, managing funder and partner relationships, ensuring that projects are delivered under budget and time constraints, and leading the overall regional efforts to grow the market and streamline the development process. The Executive Director will need to be able to operate independently as well as work as a team member and take direction from the Executive team. The Executive Director will report to the Chief Executive Officer and will work closely with the COO, CFO, and PCSD's Finance Team to oversee day-to-day project management activities.

Responsibilities include, but are not limited to, the following:

Planning and Administration (in collaboration with Executive Team):

- Develop a strong vision and strategic plan for the growth of the region, including a regional budget and operational milestones
- Establish PCSD as a thought leader and trusted partner in the Colorado charter school community
- Lead regional effort to develop necessary planning and city official connections
- Identify critical issues within the region, determine approach and create appropriate workplans for resolution; coordinate cross-functional teams, including senior management, in implementation of strategic initiatives

Business Development:

- Identify and develop relationships with potential charter school clients or business partners
- Develop and present proposals to potential clients, highlighting the organization's value proposition
- Collaborate with Executive team to support project pipeline development and capital fundraising efforts
- Negotiate terms of agreements, pricing, and contracts with clients and partners
- Execute consulting and development engagements

Client Management:

- Develop and maintain a strong relationship with charter school clients throughout all stages of project development
- Work with the PCSD Finance team to conduct initial underwriting of client and sites to determine ability for project size and timing
- Maintain strong understanding of development particulars and effectively communicate project updates to client
- Establish communication standards to ensure client satisfaction with PCSD's services
- Develop creative solutions to meet the demands of existing clients and/ or projects

Project Management and Oversight:

- Manage all phases of the facilities development process including site selection, due diligence, design development, entitlements, budget, schedule, and financing support and construction through to project closeout.
- Finalize and sign off on budgets during acquisition to close of financing, having ownership and authority to sign off on major budget revisions impacting affordability
- Ensure projects achieve larger project milestones
- Serve as point for conflict resolution, stepping in next when PM elevates issue with vendor, contractor, etc.
- As the region grows, may manage and mentor group of project managers with support on day-to-day budget, schedule, and execution of project management responsibilities

Strategy and Operations:

- Identify critical issues within the region, determine approach and create appropriate workplans for resolution; coordinate cross-functional teams, including senior management, in implementation of strategic initiatives
- Develop strategic partnerships with key vendors (architects, GC's, brokers etc.)
- Own local market management responsibilities including regional budget
- Advise Executive team on equity investments and regional portfolio management
- Work with Executive team to refine the regional business plan to meet market demands
- Recommend regional hiring decision making to Executive team and run day-to-day execution of candidate recruitment

External Relations:

- Build and maintain relationships as part of the Colorado charter school ecosystem including but not limited to Colorado Schools Fund, Charter School Growth Fund, and Colorado League of Charter Schools
- Attend industry events, webinars, and conferences to network, develop contacts, and promote the company brand and value proposition
- Support CEO in fundraising and funder relationships

QUALIFICATIONS:

- 10+ years of real estate development experience
- 5+ years of management experience of interdisciplinary team of professionals
- Experience leading and growing small organizations or regional divisions of a larger org.
- Ability to synthesize information from multiple sources and distill the most important takeaways to guide next steps
- Demonstrate keen sense of problem solving, independently overcoming roadblocks, and offering “workaround” solutions
- Demonstrate a thorough understanding of all phases of development, particularly entitlements/planning approvals and construction management
- Effective communication skills, with ability to communicate issues clearly to diverse stakeholders and across a large, cross-functional project team
- Organized, detail-oriented, proven history of excellent performance
- Strong teamwork and team building skills
- Interest in reforming public education; mission-driven
- Bachelor's degree required (business, economics, finance, real estate, architecture, or engineering preferred)
- Relevant industry experience or graduate degree in management consulting, commercial or charter school lending, real estate development, business, finance, or architecture is a plus.
- Must live or be willing to relocate to Colorado and travel throughout the state.

COMPENSATION:

Annual salary starting at \$175,000. Benefits package includes:

- **Health and Dental insurance:** PCSD pays 100% of the monthly premium
- **Vision insurance:** PCSD pays 50% of the monthly premium
- **401(k) retirement account:** PCSD will match 100% of the employee’s contribution up to 4% of gross salary per pay period
- **Vacation:** 12 paid vacation days per year. After three years, vacation accrual increases to 18 days per year.
- **Monthly cell phone reimbursement:** PCSD reimburses up to \$150/month for plan/line access for the employee.
- **Annual bonus compensation** depending on individual and company results.

TO APPLY:

- If interested, please send a resume and cover letter to info@pacificcharter.org