



We Are Hiring!

Position: Real Estate Project Manager

Location: Denver, Colorado

Who We Are

The National Western Center will be a year-round, global destination for agricultural innovation and western heritage in Denver. We will convene the world at the National Western Center and at nationalwesterncenter.com to lead, inspire, create, educate and entertain in pursuit of global food solutions.

The National Western Center Authority is a nonprofit responsible for ensuring that the day-to-day experience of the campus realizes the mission and vision of the National Western Center. The authority manages everything from programming, to events, to curating the tenant mix, to operations and maintenance. The authority is guided by a 13-member board of directors.

The National Western Center Authority is seeking individuals who will make it possible for our campus to lead, inspire, create, educate, and entertain in the pursuit of global food solutions.

Here's what you will be doing

As a member of the National Western Center Authority (NWCA) team, the Real Estate Project Manager supports the leadership team. Under the current supervision of the Chief Executive Officer, the Real Estate Project Manager coordinates and provides support to the real estate, design and construction activities of the NWCA.

Job Requirements

- Coordinates all design and construction processes regarding NWCA leasehold real estate assets whether existing or planned.
- Attend and represent the NWCA in all processes related to design and construction processes including design meetings and OACs.
- Coordinate and facilitate the timely response of the Authority in response to all appropriate and relevant design and construction processes of any and all existing, planned or constructed facilities on the NWC campus.
- Reviews and coordinates lease agreements, records rental receipts, and performs other activities necessary to efficient management of company properties.
- Performs routine research on zoning ordinances and condemnation considerations.
- Directs appraiser to inspect properties and land under consideration for acquisition, and recommends acquisition, lease, disposition, improvement, or other action consistent with best interest of company.
- Authorizes or requests authorization for maintenance of company properties not under control of operating departments such as dwellings, hotels, or commissaries.
- Evaluates and promotes development potential of company properties.
- Negotiates contracts with sellers of land and renters of properties.

Qualifications

- Bachelor's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.



- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- To perform this job successfully, an individual should have knowledge of standard industry Project Management software and Microsoft Office Suite software programs.

What We Offer

At the National Western Center Authority, we know that our greatest asset is our employees and that is why we offer generous benefits to support work-life balance. We offer a competitive pay and benefits package that includes health insurance, 401k plan and paid time off program.

Please send your resume and cover letter to jobs@nationalwesterncenter.com to apply by April 9, 2019.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.