The UVA Center for Real Estate and the Built Environment seeks applications for an Assistant or Associate Director to support the Center with a broad range of responsibilities including budgeting, strategic planning, event planning, marketing, communications, graphic design, operations, and administrative support. The position works closely with the Faculty Director of the Center, affiliated faculty, and staff at the McIntire School of Commerce, where the Center is financially and administratively managed. The Assistant/Associate Director will report to the Director for Centers at the McIntire School.

Responsibilities Include:

**Marketing & Communications**
- Manage social media accounts, create content and grow our reach;
- Draft correspondence, flyers, brochures, newsletters, annual reports;
- Propose content for articles, videos, recaps, and Center collateral;
- Work with marketing, communications, and multimedia teams to maintain the Center's website and collaborate on various creative, marketing, and communications projects.

**Event Planning & Support**
- Lead planning and execution for a robust portfolio of Center-hosted events;
- Draft digital communications and event materials, maintain event websites, coordinate with speakers, organize travel and transportation, bid and manage vendors and venue support services, and oversee onsite execution of all Center-planned events;
- Collaborate and communicate with key stakeholders on event conceptualization and design.

**Strategic Planning & Budgets**
- Attend board meetings, Deans Council, meet with relevant faculty, staff and other stakeholders to develop annual plans, objectives, and budgets;
- Develop project plans for all Center activities and manage ongoing, ensuring exceptional delivery and providing transparency for stakeholders.

**Other Duties**
- Recruit, hire, and work closely with students to support Center programs and events;
- Attend conferences and other programs hosted by peer institutions and industry partners to make connections, promote the Center, expand our reach, and gain subject matter expertise;
- Expand relationships with faculty and staff across Grounds and continuously improve collaboration with partners Schools/Colleges on Center programming;
- Collaborate and support other McIntire center events and activities as needed as we grow our center support team.
Required Education and Experience:

- Bachelor’s degree plus five years of work experience;
- Commitment to high-quality communications, responding promptly and accurately;
- Comfort speaking in public, ability to lead meetings, provide updates and short presentations;
- Excellent attention to detail and ability to handle multiple tasks at the same time;
- Ability to exercise good judgment and be discreet when dealing with sensitive information;
- Ability to travel occasionally to conferences, treks, and alumni events.

Technology savvy, proficient in MS Office (Word, Excel, PowerPoint), Outlook, Teams, etc.

Preferred Qualifications:

- Experience in event planning, communications, design, and/or alumni relations;
- Degree or experience working in industry related to real estate or the built environment.

This is a hybrid-eligible position.

Anticipated Hiring Range: $60,000 - $75,000

To Apply:

Interested applicants should email a resume and cover letter to Brandy Amos, Human Resource Manager (bamos@virginia.edu). Review of applicants will begin immediately, and the position will remain open until filled.

*The University of Virginia McIntire School of Commerce Foundation is an equal opportunity and affirmative action employer and welcomes diversity in all forms. We believe diversity is excellence expressing itself through each person’s unique perspectives and lived experiences.*

*The McIntire School of Commerce is one of the highest-ranked undergraduate business schools in the nation and is recognized for excellence and innovation in both undergraduate and graduate business education and scholarship. The School is dedicated to educating and inspiring students to become visionary leaders who shape global business with integrity, purpose, intercultural fluency, and a fundamental understanding of how commerce can contribute to the common good.*