



WILLIAM & MARY

CHARTERED 1693
OFFICE OF UNIVERSITY ADVANCEMENT

Director of Property Management, William & Mary Real Estate Foundation

Mission Statement

The mission of William & Mary Real Estate Foundation is to acquire, hold, manage, sell, lease, and participate in the development of real properties in support of the educational, research, and philanthropic goals of William & Mary.

University Advancement creates the conditions for opportunity – human, financial & experiential – by garnering and stewarding the resources that advance William & Mary.

Position Summary

The Director of Property Management provides strategic and operational leadership for the management, leasing, and stewardship of real estate assets held by the William & Mary Real Estate Foundation (WMREF). Reporting to the Executive Director of the WMREF and working closely with the William & Mary Foundation's shared-services teams, this role ensures all WMREF facilities are maintained to the highest standards, high-quality tenant and facility operations, and advances long-term asset value in alignment with the university's academic, research, and community objectives. The Director plays a strategic role in capital planning, vendor management, lease administration, and financial performance of the Foundation's portfolio.

As part of the University Advancement Services & Innovation team, the Director plays a central role in the development, coordination, and ongoing management of the naming of spaces and places, collaborating with Gift Officers, the Office of the Recording Secretary, University Facilities Management, and Design & Construction teams to ensure that donor recognition, stewardship, and physical execution are both accurate and consistent with University and affiliated Foundations policies, procedures, and donor gift agreements.

The Director will help foster a culture of belonging that provides opportunity for all people and perspectives. This is a hybrid position based in Williamsburg, VA, that offers a flexible work environment.

View the full position description for this job and learn more on the University Advancement recruitment website: <https://advancement.wm.edu/come-work-with-us/open-positions/index.php>.

Required Qualifications

- Bachelor's degree in real estate, business administration, finance, facilities management, or a related field.
- Minimum of 5- years of progressively responsible experience in property management, real estate operations, or asset management.
- Demonstrated experience overseeing lease management, third-party property managers, managing multi-property portfolios, and management of facility maintenance programs.
- Strong financial acumen, including budgeting, expense management, and operational reporting.

- Strong understanding of building systems, capital planning, and space utilization.
- Proven ability to work effectively across complex, matrixed organizations.
- Excellent written and verbal communication skills, with strong attention to detail and documentation.
- Proficiency with property management systems, financial reporting tools, and Microsoft Office applications.

Preferred Qualifications

- Master's degree in real estate, business administration, or a related discipline.
- Experience working with university-affiliated foundations, public universities, or nonprofit real estate entities.
- Familiarity with donor recognition, naming agreements, and fundraising operations.
- Experience coordinating capital projects, renovations, or new development in partnership with facilities and construction teams.
- Professional certifications such as CPM (Certified Property Manager), RPA (Real Property Administrator), or similar credentials.
- Knowledge of higher-education governance, shared-services models, and institutionally related foundations.

Conditions of Employment

This position may require additional hours beyond the typical work week, to include occasional overnight and weekend work as needed to meet the business needs of the operation.

Position Duties

Property & Asset Management – 50%

- Oversee day-to-day property management for WMREF-owned assets, including commercial, mixed-use, residential, and special-purpose properties.
- Manage and monitor third-party property management firms, including performance standards, service levels, budgets, and contract compliance.
- Coordinate leasing activity, tenant relations, rent collections, operating expenses, and service delivery to ensure efficient and professional property operations.
- Manage service contracts, utilities, inspections, capital improvements, and deferred maintenance across a diverse property portfolio.
- Support long-range asset planning by providing operational insight into property performance, lifecycle costs, and risk mitigation.
- Ensure compliance with applicable regulatory, safety, insurance, and risk-management requirements.
- Serve as primary liaison with tenants regarding maintenance, occupancy, and lease compliance.

Financial & Operational Oversight – 20%

- Develop and manage annual operating budgets for assigned properties, in coordination with WMREF leadership and shared financial services.
- Monitor operating performance, variances, and cash flows; prepare periodic reports and recommendations for leadership and boards.
- Review invoices, service contracts, and expense allocations to ensure fiscal discipline and adherence to foundation policies.

- Partner with WMF accounting and finance teams on accruals, audits, and financial reporting related to property operations.
- Coordinate lease renewals, rent escalations, and resolution of disputes or issues.
- Collaborate with legal counsel to ensure leases meet university and Foundation requirements.

Naming of Spaces & Places (Donor Recognition) – 15%

- In support of University Advancement and the affiliated Foundations of William & Mary, lead the operational execution and lifecycle management of named spaces and places.
- Coordinate with the AVP for Advancement Services & Innovation, gift officers and the Office of the Recording Secretary to ensure compliance with donor intent, gift agreements, and stewardship requirements.
- Partner with Facilities Management and Design & Construction to ensure accurate implementation of naming elements, signage, and donor recognition features.
- Maintain authoritative records of named spaces, including naming terms, duration, restrictions, and renewal or sunset provisions.
- Ensure consistency with university and affiliated foundations naming policies and procedures, branding standards, and donor recognition guidelines.
- Support due diligence and feasibility assessments for proposed naming opportunities associated with new development or major renovations.

Cross-Functional Collaboration & Strategic Capital Planning – 15%

- Serve as a key liaison between WMREF, University Advancement, Facilities, Design & Construction, and other university stakeholders.
- Support board and committee reporting related to property operations, tenant performance, and naming activity.
- Represent WMREF professionally with tenants, donors, consultants, and external partners.
- Contribute to long-range planning for campus-adjacent development and support due diligence and onboarding of new properties acquired by the Foundation.
- Advise the Executive Director on insurance, risk management, and regulatory compliance matters.



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In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. Below is a comprehensive overview of benefits for the **Director of**

Property Management with the top salary of **\$130,000**. This position is classified as professional which defines the benefits package.

HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from \$584 to \$1,802 per month depending on the employee's plan; premiums are deducted from paychecks before taxes are paid.

Group life insurance policy is also provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

University Sick & Disability Plan provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

The Virginia Sickness and Disability Program (VSDP) provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A **long-term disability** plan is also available at no cost to you. This provides you with 60% preinjury salary.

TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of **annual leave**, which can be used for personal time, vacation, and sickness. Employees also accrue 4 - 8 days of **sick leave** to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, so you can get out there and be a part of the broader community.

RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to 3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to \$20 per pay period.

ADDITIONAL PERKS

EMPLOYEE EDUCATIONAL ASSISTANCE

Under the [Educational Assistance Policy](#), faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at Tax@wm.edu.

AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the [AFLAC](#) website.

DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg's bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor's Center or ticket offices to get your discounted pass.

Statewide Discounts: [DHRM List](#) information is online.

OTHER GREAT PERKS

CommonHealth: [CommonHealth](#) of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: [Legal Resources](#) is a program that allows employees to pay \$16.50 per month for legal services. Visit the website to learn more.