**Director, Real Estate Research Standard Job Description**

**Classification Title:** Director, Real Estate Research

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Real Estate Research, under direction, is responsible for achieving the Texas Real Estate Research Center’s mission to provide high-quality, unbiased research that is useful to the broader real estate related industries and consumers, and stays informed of changing market conditions in the global, national, state and local economies. The Director of Real Estate Research provides leadership and oversight over research efforts, develops the research agenda, and participates in the strategic planning for the Center.

**Essential Duties and Responsibilities:**

**40% Leadership and Research Oversight**

* Oversees research efforts and ensures the highest standard of quality research.
* Leads strategic planning for the Center, identifying gaps in scope and addressing them.
* Provides input into budget and fiscal operations.
* Develops the annual research agenda.
* Monitors progress and assigns projects to staff.
* Supervises and mentors team members, including performing annual evaluations.
* Stimulates discussion and debate on relevant research topics.
* Encourages cross-team collaboration between research and other staff.
* Meets with research staff individually or as a team to develop skills and provide coaching.
* Reviews and approves research proposals and articles for content and accuracy.

**20% Research and Data Analysis**

* Defines data needs and designs research projects.
* Conducts research and applies appropriate methodologies to interpret findings.
* Evaluates, analyzes, and develops economic models for research findings.
* Develops standardized reports on trends and economic activity.
* Maintains integrity in data collection and ensures accuracy.
* Stays informed about economic conditions and market trends.
* Applies best practices in research methodologies.
* Prepares technical reports of findings and responds to external requests for information.

**10% Communication and Dissemination**

* Disseminates research findings through written articles, oral presentations, and media inter
* views.
* Writes technical and industry articles for publication.
* Coordinates with editorial staff to create articles and presentations for various audiences.
* Presents research findings to stakeholders, including government, industry, and municipal leaders.
* Assists in creating relationships with stakeholders to foster collaborative research efforts.

**10% Staff Development and Recruitment**

* Assists Executive Director with recruiting quality research personnel.
* Leads team-building initiatives to foster a cohesive research environment.
* Develops and implements strategies for staff development.
* Performs annual staff performance evaluations and provides feedback for improvement.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* PhD in a related field or equivalent combination of education and experience

**Required Experience:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator
* Copier

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**