Gonville & Caius

Endowment Property Manager

Gonville & Caius is one of the largest Colleges of the University of Cambridge. Founded in 1348, it combines the best of Cambridge tradition with 21st century teaching and research.

Caius’ beautiful Old Courts are located right in the heart of Cambridge. The College is home to an academic community of around 780 undergraduate and postgraduate students, together with 110 Fellows and almost 200 staff.

Summary and purpose of the role

Job Title: Endowment Property Manager
Reports to: Senior Bursar

This role is responsible for ensuring that the property, which includes retail, rural, residential and commercial property, is managed efficiently and the income is enhanced. The role involves directing external managing and leasing agents and is also supported by input from external members of the college’s Investment Property Sub-committee who have a property background.

The main responsibilities of the role are:

Property management

- Ensuring the effective management of the College endowment property investments
- Day-to-day management of managing and leasing agents (which may include agent selection for new situations), providing clear instructions, ensuring timely actions, attending regular management meetings
- Development of tenant relations and relations with key partners in the area such as the local Business Improvement District and neighbouring landlords (including other Cambridge colleges)
- Direction and management of marketing initiatives for the College’s Cambridge City Centre shops
- Planned maintenance of the properties
- Consultation with the internal teams responsible for the college’s extensive portfolio of operational sites to identify efficiencies for management and operation of properties
- Working closely with the external members of the Investment Property Sub Committee to get expert guidance on all strategic matters
• Liaison with the manager who is responsible for student accommodation, substantial parts of which are integral or adjacent to investment properties, including identifying opportunities where some properties may transfer from the operational to the investment portfolio

Specifically, in relation to retail property portfolio:

• Lead on developing the portfolio to ensure sustainable rental income that is robust in the face of challenges in bricks and mortar retailing
• Lead the development of place-making and branding initiatives in partnership with the Rose Quarter Association, the BID and other colleges
• Work with retail agents to take decisions on brands, tenants and lease terms
• Meet regularly with tenants to build relationships and partnership ethos
• Work closely with the Rose Quarter on initiatives to increase footfall and revenues

Specifically, in relation to development opportunities

• To provide input into identified opportunities to enhance value, including development opportunities some of which are very material
• To be aware of Cambridge-located development opportunities identified in the college’s estate master and factor those into other portfolio work
• Assist in select appropriate external advisors and closely monitoring performance
• Providing support input for delivery of development projects dealing with planning, disposal, viability, risk and financing, including in some cases developing via joint ventures
• Providing input to assist in managing relations with joint venture partners and planning authorities

Financial and reporting responsibilities

• Ensuring the delivery of budgeted rent and other income for property investments
• Budgeting for, control and report on property management fees, expenditure and financing in conjunction with the Finance Office within the Bursary.
• Prepare and maintain business plans showing how the strategies will be delivered including capital and expenditure requirements
• Assist with development of the college’s property investment policy, briefing the Investment Committee and Investments Property Sub Committee, providing papers and analysis so that the college’s committees (and ultimately the College Council as trustees) can make informed decisions
• Assisting in collating reports on the property portfolio as it fits into the wider investment portfolio including financial investments for the Investments Committee

**Person specification**

**Required:**

• Education to degree level or equivalent
• Experience of managing a portfolio of property either as adviser or principal
• Excellent work ethic with a high level of trust, integrity, confidentiality and reliability
• Keen identification with the educational mission of the college and able to respond to its traditions and different communities of fellows, staff, undergraduate and graduate students
• Adaptability to a wide range of demands and changing situations
• Personable and professional and able to build relationships quickly with colleagues within the Bursary and the Fellowship, advisers and tenants
• Commercial and with financial, analytical and problem-solving skills
• Writes and can present clearly and informatively on complex matters
• Skilled at managing a variety of current projects some of which may change direction, some being sustained over long periods, others having to respond to short and hard deadlines

**Desirable:**

• Property/surveying qualification

**Health and Safety**

All staff must adopt a responsible attitude towards health and safety and to comply with all procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.