

employment opportunity

Site & Civil Project Director

at



in Madison, Wisconsin

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to apply: bit.ly/URP-apply

Employment Opportunity: Site & Civil Project Director at [University Research Park](#)

University Research Park is hiring a Site & Civil Project Director

**Peter Gray Executive Search is University Research Park's
exclusively retained partner for this executive search**

about University Research Park

Established in 1984, [University Research Park](#), a nonprofit affiliate of the [University of Wisconsin-Madison](#), is an internationally recognized research and technology park that supports **early-stage and growth-oriented businesses** in a range of sectors, including **engineering, computational and life sciences**.

With a mission to **create technology, growth, and career opportunities in Wisconsin and beyond**, University Research Park is home to [about 125 companies](#) employing about 4,100 workers, paying about \$260 million in annual payroll, and contributing almost \$1 billion to the economy each year.

Innovative science & technology companies at University Research Park include [Arrowhead Pharmaceuticals](#), [Exact Sciences](#), [Fujifilm Cellular Dynamics](#), [Illumina](#), [Millipore Sigma](#), [Stemina Biomarker Discovery](#), [Ultratec](#), [WiCell](#), and over 70 small and early-stage companies housed in the [MGE Innovation Center](#).

See a video overview of University Research Park and its Madison, Wisconsin location:



All images courtesy of University Research Park, except where noted. Cover image: [Wisconsin Security Research Consortium](#)

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development projects at University Research Park: recent and current



Recent:

The opening of [Innovation One](#), the Exact Sciences corporate headquarters.



Current:

Construction of [Element Labs](#), which will deliver 147,000 square feet of state-of-the art laboratory and office space.

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development projects at University Research Park:

upcoming



Upcoming:

[University Research Park Phase 2](#) will include 64 sites, with a “New Urbanist” mixture of environmentally friendly, walkable commercial and residential development.



A preliminary concept rendering of a proposed development at University Research Park shows housing, top left; food hall and fitness center, top center; lab/office space, top right; a hotel, below the housing and fitness center; and existing buildings around the periphery.

MANDEL GROUP, TRYBA ARCHITECTS

Upcoming:

The [Element Collective District](#) will include a hotel, housing, retail space, a climbing gym, a food hall, and other amenities.



Upcoming:

The University Research Park team will advise and support the University of Wisconsin-Madison on its [West Campus District Plan](#).

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about the position

University Research Park is currently searching for a talented professional to join its team in the newly created position of **Site & Civil Project Director**.

The Site & Civil Project Director will work both independently and as part of University Research Park's broader team to assess the real estate development potential of sites, plan and prepare sites for development, and support real estate development activities.

This position is expected to focus on **planning, engineering, landscape architecture, and entitlement** portions of real estate development, with less emphasis on financing, market feasibility, or vertical design/construction.



This work is expected to support both University Research Park's science, technology, and research-focused real estate development work as well as supporting a broader array of projects University Research Park undertakes in conjunction with the University of Wisconsin-Madison.

In short, University Research Park is seeking a team member **expert in “horizontal” development** to complement current team members with expertise in “vertical” development.

The successful candidate will lead projects such as:

- Overseeing site planning, site design, landscape design, infrastructure design, and green infrastructure in context of new and renovation projects.
- Understanding, interpreting, advising and serving as a liaison on technical regulatory, code, engineering, entitlement, or other site/facilities issues.
- Hiring consultants, engineers, appraisers, or architects and overseeing projects to perform due diligence, assess site infrastructure or utilities, review zoning/entitlements, conceptualize potential projects, or determine a site's highest and best use.
- Coordinating with the University of Wisconsin, State of Wisconsin, and local government to design and construct infrastructure including roads, storm water, and/or utilities.
- Preparing sites for development by overseeing civil engineering projects such as demolition, grading, infrastructure, etc.
- Leading campus, site, or district planning efforts to identify long-term site facilities requirements.
- Supporting the creation of real estate analyses, strategies, marketing efforts to enlist stakeholder support, attract anchor users, or attract development partners.
- Leading long-range physical planning, site engineering, and landscape architectural initiatives in conjunction with other team members and consultants at University Research Park's various locations and/or in conjunction with the University of Wisconsin-Madison.
- Representing University Research Park with governmental staff or approval bodies including the State of Wisconsin, the University of Wisconsin-Madison/System, and/or municipal governments on entitlement, regulatory, or other issues.
- Participating as a team member on joint University Research Park & University of Wisconsin-Madison staff work groups on real estate planning and development work.
- Helping develop capital budgets for infrastructure, landscape, storm water/green infrastructure, and place-making improvements.
- Coordinating with other University Research Park staff/legal counsel on site related issues such as legal descriptions, land divisions, restrictive covenants, and city approvals.

Examples of early projects to be undertaken include:

- Working with the State of Wisconsin, the University of Wisconsin-Madison, the University of Wisconsin System, and University Research Park leadership to design and construct infrastructure at [URP Phase 2](#).
- Working with University Research Park's team to advance infill redevelopment already underway in University Research Park's [Element Collective District](#) near [Element Labs](#).
- Working with the University of Wisconsin-Madison to assess and prepare existing sites for redevelopment to a higher and better use, either for the university or for private use.
- Working with the University of Wisconsin-Madison to support master-planning on campus-owned land.
- Working with the University Research Park team to advance plans for new lab/office building projects.

statement on diversity

Diversity is a source of strength, creativity, and innovation for University Research Park. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich our community. University Research Park fulfills its mission by creating a welcoming and inclusive community for people from every background. We commit ourselves to the pursuit of excellence in fulfilling our mission, and to the pursuit of excellence in creating and welcoming a diverse team, as inextricably linked goals.

This statement is adapted from the University of Wisconsin-Madison's [Institutional Statement on Diversity](#). For more information on diversity and inclusion at the university, please visit [Diversity and Inclusion](#).

standard job description and unique duties

As a nonprofit affiliate of the University of Wisconsin-Madison, University Research Park has this position [posted](#) at the [Jobs at UW](#) employment portal. The position has a Standard Job Description that follows the University of Wisconsin-Madison's job description format, with percentages and unique duties:

Standard Job Description:

- Creates a project plan, monitors progress and performance against the project plan, and identifies, resolves, or escalates risks and issues. (15%)
- Manages the activities of outside contractors to ensure they are integrated into the project and that the organization receives satisfactory standards of service. (30%)
- Facilitates the estimation of project costs, resources, and time required to complete the assigned phase of a project and monitors activities, negotiates for resources, and assigns tasks to ensure these targets are met. Follows established change control processes if targets can no longer be met. (10%)
- Prepares regular reports to communicate status of the project within and beyond project team. (10%)
- Sets priorities, allocates tasks, and collaborates with project staff to meet targets & milestones. (15%)

Unique Duties:

- Serves as University Research Park point-of-contact for key external vendors including surveyors, civil/storm water engineering firms, planners, environmental consultants, utility companies. (5%)
- Works with City of Madison staff (and other governmental bodies) to advance plats, Certified Survey Maps, zoning, entitlements, and approvals for public infrastructure. (5%)
- Orders and reviews due diligence items such as title reports, surveys/maps, environmental reports, etc. and initiates work to prepare sites for development or redevelopment by addressing issues such as easements, encroachments, environmental concerns, etc. (5%)
- Coordinates capital improvement budgets and projects including grading, fill, excavation, infrastructure, storm water, landscape, or other land improvements with other University Research Park functional areas including property management and finance/accounting. (5%)

qualifications

A strong candidate would likely have at least five years of experience providing professional services in a field such as civil engineering, urban planning, or comparable expertise development through real estate or facility development. A strong candidate will have experience managing projects and demonstrate a readiness to work independently.

Applicants will be expected to be comfortable navigating the following areas, with deep expertise in some of these areas:

- Civil engineering/stormwater/surveying.
- Urban/site planning and land development.
- Entitlement processes and land divisions.
- Real estate development.
- Relevant business processes at the Wisconsin Department of Administration, Building Commission, and other State of Wisconsin entities.
- City of Madison storm water standards and relevant Wisconsin Department of Natural Resources regulations (related to wetlands, contaminated sites, etc.)
- Easements, encroachments, and privilege in streets.
- Public and private utilities.

In addition, University Research Park is seeking candidates who can collaborate and communicate as strong team members while also working independently to drive and manage specific projects and tasks in the areas above.

Bachelor's degree preferred but not required.

compensation and benefits

University Research Park's Site & Civil Project Director position has a salary of \$100,000 or more, depending on qualifications and experience with site and civil engineering projects, real estate development, and project management.

University Research Park employees are, for the purposes of human resources administration, employees of the University of Wisconsin-Madison. As such, they enjoy the same excellent [employee benefits](#) as other University of Wisconsin-Madison and State of Wisconsin employees, including vacation, healthcare, insurance, and retirement programs. The pension plan is through the [Wisconsin Retirement System](#), which has earned national [recognition](#) as one of the few fully funded public retirement systems in the US.

job location: Madison, Wisconsin

University Research Park is [located](#) on the west side of Madison, Wisconsin.

Due to the site-centered nature of the work, this is an onsite position whose responsibilities cannot be fulfilled remotely. So the Site & Civil Project Director is expected to reside in the Madison metro area, and to commute to University Research Park daily.

This is a national search, and University Research Park is ready to offer financial assistance for relocation.

TO MADISON BY CAR:

From Milwaukee: 79 miles, 1½ hours

From Dubuque: 91 miles, 1¾ hours

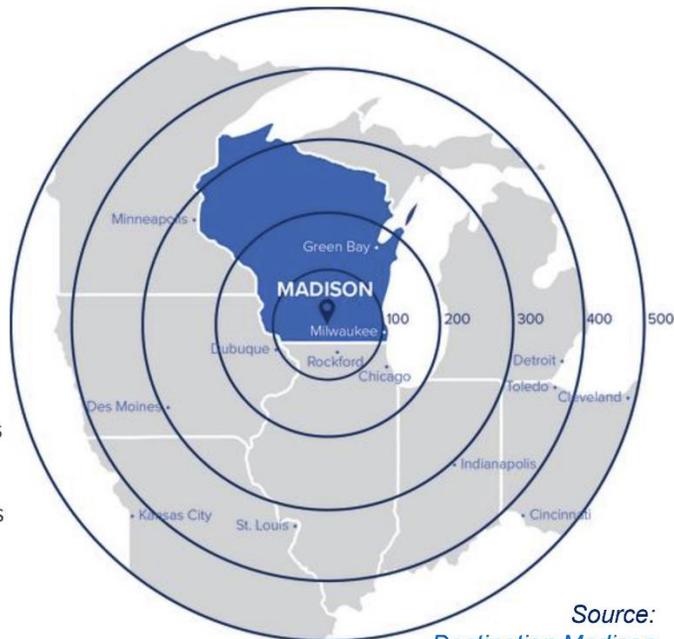
From Chicago: 147 miles, 2½ hours

From Green Bay: 140 miles, 2½ hours

From Minneapolis: 273 miles, 4½ hours

From Des Moines: 292 miles, 4¾ hours

From St. Louis: 359 miles, 5½ hours



Source:
[Destination Madison](#)

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about Madison, Wisconsin

Madison, Wisconsin is a vibrant city of over 250,000 residents. Its Dane County metro area is home to over 550,000 residents, making it Wisconsin's second largest metro, after Milwaukee.

Madison is the capital of Wisconsin, a world-class [research & technology university](#) city, and a thriving creative-class hub.



Source: [Focal Flame Photography](#)

Nestled on a chain of scenic lakes, the Madison region has been home to the [Ho-Chunk nation](#) for over 11,000 years. Its Ho-Chunk name is [Dejope](#), meaning "Four Lakes." The region has the world's largest concentration of [Indian effigy mounds](#). There are [dozens](#) on the University of Wisconsin-Madison campus alone.

Madison is consistently named a [best place to live](#) in US nationwide rankings and surveys. Madison earns accolades for its [green](#) & [healthy](#) lifestyle, its [gender parity at work](#), its [educational attainment](#), its [family-friendliness](#), its [sports](#), its great [beer](#) scene, even its [happiness](#). (See Madison [rankings](#), [fun facts](#), and [things to do](#))

Madison's local economy and job market are among the strongest in the US. Dane County (metro Madison) had just [1.6% unemployment in December 2022](#). (Compare to unemployment rates of [3.3% statewide](#) and [3.5% nationwide](#)). National and global companies headquartered in metro Madison include [Epic Systems](#), [American Family Insurance](#), [Exact Sciences](#), [Lands End](#), [CUNA Mutual](#), [Promega](#), [ETC](#), and [Sub-Zero](#).

Madison has a vibrant nonprofit sector. Locals like to say Madison has the most nonprofits per capita of any US city. (Don't tell them [this report](#) ranks Madison #2!)

With a median home cost of \$328,700, Madison offers a lower [cost of living](#) than many desirable metros.

Madison's racial and ethnic [demographics](#): 73% non-Hispanic White, 9% Asian, 7% Black, 7% Hispanic, 6% other.

Business and civic organizations active in Madison include [Downtown Madison Inc.](#), the [Greater Madison Chamber of Commerce](#), the [Madison Black Chamber of Commerce](#), the [Latino Chamber of Commerce of Dane County](#), the [Hmong Wisconsin Chamber of Commerce](#), and the [Wisconsin LGBT Chamber of Commerce](#).

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interested?

Please [apply](#) confidentially via the job posting
at the **University of Wisconsin-Madison** employment portal:
bit.ly/URP-apply

The position was first posted on **March 7, 2023**. It will be posted and accepting applications at least through **April 9, 2023**. All applications received by April 9, 2023 will be considered. The position may also remain posted longer, and later applicants may also be considered. **Our goal is to fill this position by May.**



University Research Park has exclusively retained [Peter Gray Executive Search](#) to conduct the search for its new Site & Civil Project Director. Peter Gray Executive Search is a social impact executive search firm in Madison, Wisconsin.

University Research Park and Peter Gray Executive Search are equal opportunity employers, committed to attracting candidates representing a diverse range of backgrounds. University Research Park strongly believes it benefits from the perspectives and talents of a racially and culturally diverse staff.

about peter gray executive search



Peter Gray (he/him) is a recovering Wall Street recruiter who now recruits social impact leaders and fight bias in hiring.

As founder and CEO of [Peter Gray Executive Search](#), he guides nonprofit organizations and social impact employers through [leadership succession](#) and other [strategic hiring](#). He also [trains](#) employers on diversifying hiring outcomes, and [coaches](#) individuals on overcoming bias in job search and career advancement.

Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. He chairs the Boys & Girls Clubs of Dane County's [Move 'n' Groove for Boys & Girls Clubs](#) campaign, which has raised over \$10 million for youth development.

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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