



## Hershey Trust Company Position Description

**Position:** Real Estate Strategy, Development & Analysis Manager  
**Date Revised:** February 2024  
**Reports To:** Director of Real Estate

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M. S. Hershey Foundation, and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

### **General Position Summary**

The Real Estate Strategy, Development & Analysis Manager is a key leadership role within the Real Estate Department. For all responsibilities listed, this position will work closely with the entire Hershey Trust Company team and in coordination with the Director of Real Estate and the Deputy Chief Investment Officer/VP, Strategy. This position is a key strategic partner in making recommendations and leading project management related to real estate philosophy, strategic planning and annual priorities.

### **Principal Accountabilities**

#### **Real Estate Strategy, Project / Land Development, Disposition and Analysis - 80%**

- Participate as a key strategic partner in making recommendations and leading project management and coordination related to HTC’s real estate philosophy, strategic plan, and annual goals.
- In collaboration with internal and external stakeholders, develop multiple options for real estate opportunities providing analysis and determination of risk or reward.
- Apply appropriate analysis around proposals for investment/divestment recommendations. Where applicable utilize investment analytical tools available. Analyze ROI in the consideration of real estate investment capital.
- Coordinate and direct process related to purchase, sales, and longer-term leasing activity of Milton Hershey School Trust (MHST) properties, including both internal and external requirements for purchase or sales.
- Collaborating with the Director of Real Estate and Real Estate Asset Manager, participate in marketing for commercial leasing and development of partner identification activity.
- Along with Real Estate Asset Manager, serve as a representative of the HTC Real Estate group in coordination with state and local community partners, including local governmental approval process (Supervisors, Planning Commissions, other recommending and approval bodies). Develop and maintain relationships with key local government stakeholders.



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- Maintain active involvement in local community including participation in various community-oriented groups.
- Work with Real Estate Team on developing annual operating budgets and forecasts.
- Facilitate regular communication with Milton Hershey School (MHS) and Hershey Entertainment & Resorts (HE&R) management counterparts regarding various real estate matters.
- Work with the Deputy Chief Investment Officer/VP, Strategy, and the Director of Real Estate in reporting to the Board of Directors the progress on development and/or improvement projects and to request approval of new projects. Serve as a lead partner in coordination and preparation of Investment Committee and Board meeting materials.
- Participate in various regional and national real estate planning or real estate management organizations.

### **Local Property / Hershey Cemetery Management – 20%**

- Assist with developing annual operating budgets and forecasts.
- Assist with property management functions and decisions. Develop strong familiarity of the local real estate portfolio.
- Provide back-up support the Real Estate Property Manager and Marketing, Leasing & Disposition Manager, which may include showing assigned properties.
- Share emergency call responsibility with other team members. Determine and implement appropriate response plan, including dispatching and managing outsourced resources.
- Maintain awareness of management operations and cemetery perpetual maintenance trust performance.
- Provide back-up support to Real Estate Property Manager and Real Estate Asset Manager on Hershey Cemetery.

### **Minimum Qualifications**

All employees are expected to demonstrate our Core Values of **Teamwork, Integrity, Respect, Impact** through their words and their actions. In addition, this role requires a broad base of business knowledge and subject matter expertise, typically acquired through a combination of education, certification, and prior work experience, as follows:

#### **Education and Experience**

- BA/BS degree in real estate, business administration, finance, or related field required. MBA or MS in Real Estate or Finance preferred.
- Seven (7) plus years of experience in real estate asset management, planning and land development, and financial analysis required. Property management experience preferred.
- Direct experience with local government approval process preferred.

#### **Certifications/Designations**

- Escrow of any real estate and brokerage licenses is required.



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### Work Location

- This is a hybrid position with the expectation of being in the office in Hershey, PA two or more days per week (Tuesday, Wednesday, Thursday).

### Knowledge, Abilities, and Skills

- Must be motivated by and value the important mission of Milton Hershey School, M.S. Hershey Foundation and Hershey Cemetery, and contribute to the success of their missions.
- Unquestioned personal and professional integrity, ethics, and reputation with a high level of emotional intelligence, cultural sensitivity and flexibility as well as a strong commitment to excellence and service.
- Knowledgeable of local real estate matters such as township plans, regulatory, permitting and zoning.
- Knowledgeable of both local and national real estate trends.
- Experience and/or ability to learn a real estate management system.
- Proficiency in Microsoft Office suite with a high proficiency with modeling skills
- Proficient PowerPoint capabilities.
- Strong financial and analytical skills with ability to construct and interpret DCF, NPV, IRR and cash flow models.
- Strong familiarity and comfort with DSCR (debt-service coverage ratio) models, measuring cash flow versus debt obligations.
- Strong entrepreneurial spirit, willingness to look at many alternatives evaluating the long-term risk and rewards of various opportunities.
- Strong strategic thinking and problem-solving capabilities.
- Excellent interpersonal and communication skills.
- Effective presentation and listening abilities.
- Strong negotiating skills.
- Ability to manage multiple priorities and deadlines, work independently, collaborate as a team including across departments, adapt to shifting priorities, and remain focused on long-term projects and planning.
- Ability to manage confidential information in a discreet and professional manner.
- Represent Hershey Trust Company and the entities it serves positively in the community.

### Working Conditions

- Standard office conditions as well as offsite locations to include property showings and sales as required.
- On-site property visits and walk-throughs may occur during inclement weather and in remote or uneven terrain.
- Occasional nights and weekends for government meetings and property showings or emergencies.
- Regular local travel with occasional regional or national travel. Travel in inclement weather may be necessary to be responsive to property-related needs and issues.



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### **Mental/Physical Demands**

- Ability to sit, stand, bend, stoop, reach, hear, see, and speak on a daily basis.
- Perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Required to lift or carry supplies and equipment to a maximum of 35 pounds.

**FLSA Classification:** Exempt  
**HTC Classification:** Full-time

**Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.**