



**Please Contact: Jodi Dakin**  
**617.247.0505 or [jodi@kelleraugusta.com](mailto:jodi@kelleraugusta.com)**

**Position Title: Director of Acquisitions (Newton, MA)**

**Reports to: Chief Operating Officer**

**Position Purpose**

The Senior Acquisition Manager/Director of Acquisition will run all aspects of the Company's multifamily, commercial and development acquisition effort. Has responsibility for sourcing new deals, investigating new markets, underwriting and analysis, physical site inspections, due diligence, structuring and completing transactions. Extensive travel is required.

**Essential Functions**

The following list of essential job functions is not exhaustive and may be supplemented or changed as necessary.

- Sources, evaluates and analyzes new commercial property and development opportunities, both on-market and off-market, utilizing a variety of methods (including, but not limited to brokers, bulletins and news sources)
- Analyzes target markets throughout the United States to anticipate and identify expansion opportunities by researching market conditions, demographics, competition and other activity generators
- Performs site visits and inspections
- Conducts analysis and provides management with deal summaries to identify the most financially promising deals
- Conducts feasibility analysis for all new sites or properties under consideration; investigates political climate for anticipated investment or development
- Establishes and maintains cooperative working relationships with brokers and landlords to identify potential sites
- Evaluates analysis of target trade and market areas, competition, zoning ordinances, population demographics, and other market factors
- Performs due diligence on potential acquisitions
- Reviews third party appraisals and environmental studies
- Analyzes environmental issues and infrastructure needs of land/buildings to be acquired
- Analyzes and applies appropriate market-based underwriting criteria
- Coordinates contract support for all phases of the acquisition process, which includes: review of purchasing and closing documents, as well as due diligence review of all leases and property contracts
- Meets with City/Town officials regarding zoning, permitting, site development and entitlements
- Searches public records for any variances, liens, assessments or other issues to ensure anything pending can be dealt with
- Understands land use patterns and changes that affect acquisition opportunities
- Maintains files and databases and prepares reports related to building/land acquisitions
- Negotiates with sellers on the sales price and terms of the purchase
- Prepares risk assessments and summary reports
- Works with legal staff to negotiate pre-closing agreements
- Acts as a team member with all employees of the Company staff
- Complies with all Company policies and procedures
- Carries out other duties as assigned by supervisors

**Specific Job Knowledge, Skill and Ability**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Must have an understanding or direct experience with of the real estate development process and asset management
- Highly motivated and enthusiastic team player with a "can do" attitude and ability to effectively internalize the business objectives and spirit of a rapidly developing, fast-paced, success-oriented and highly principled entrepreneurial company

- Ability to create financial models
- Must be familiar with accounting systems
- Must be highly resourceful and possess the ability to research and identify residential sub markets with growth potential
- Demonstrated success in projects requiring independent judgment
- Excellent Microsoft Office and Advanced Excel skills required
- Excellent verbal and written communication skills
- Ability to handle pressure and meets deadlines and set priorities for workload
- Ability to interpret responsibilities and possess initiative and willingness to assume additional responsibilities
- Ability to work collaboratively with coworkers and maintain a cooperative, productive atmosphere
- Must be adaptable and able to travel with little notice

### **Supervisory Responsibilities**

- Directly supervises Company's Acquisition team.
- Carries out supervisory responsibilities in accordance with the organization's philosophy.
- Reviews workload and analyzes staffing requirements; interviews, selects, trains, counsels and evaluates staff to ensure effective support; reviews the efforts of staff and provides direction where needed, ensuring timely completion of task and projects in accordance with objectives.
- Plans and implements a program of training and professional development for all assigned staff; program must develop the skills and future potential of team members and maintain a high level of knowledge in their respective areas.

### **Experience**

- 7-10 years of experience identifying, underwriting, and closing real estate transactions in multiple product types, preferably in the Boston and New England market; some experience acquiring parcels for development is preferred.
- Exposure to real estate development and/or asset management is preferred.

### **Education**

- Bachelor's degree in Business Administration or a related field is required

### **Physical Demands**

- Extensive national travel required