

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,  
Suite 200  
Los Angeles, CA 90064

**Opportunity Description:** Director, Acquisitions**Location:** Regional Office in Bellevue, WA and/or Seattle, WA**About Kilroy Realty Corporation**

- Kilroy Realty is a dynamic, \$10 billion publicly-traded real estate company that is looking to add to its team of superstars.
- We believe our team, commitment to excellence, superior growth prospects, premium office and mixed-use properties and our exciting and innovative development platform make us the premier publicly-traded Real Estate Investment Trust on the West Coast.
- Our collaborative open work environment, dynamic team approach and exciting transactions create continued opportunities for growth and challenge and inspire our employees.
- As part of our core values, we are committed to sustainability and the environment and, as a result, we are recognized as the North American leader in sustainability.
- Our team is like our family. We have over 70 years of experience developing, acquiring and managing office and mixed-use real estate assets and have many employees who have been at the company for more than 15 years.
- We have a promote-from-within culture and accessible executives with open door policies. We consistently encourage our team to facilitate change, leverage technology and recommend process improvement.
- We have a flexible work attire policy that allows for jeans to be worn every day. We believe in a modern workplace where our goal is to inspire and create opportunity for our entire team.
- Please visit our website at: [www.kilroyrealty.com](http://www.kilroyrealty.com).

**About the Opportunity**

Kilroy Realty Corporation is currently seeking a Director, Acquisitions to join the team located at our office in Bellevue, and/or Seattle, WA. Duties and responsibilities will include but are not limited to the following:

Work closely the Market Leader – SVP, Pacific Northwest – in evaluating and acquiring office, life science, multi-family and mixed-use real estate projects with particular focus on value-add development, and re-development opportunities.

Director, Acquisitions is also responsible for all underwriting and due diligence analysis as well as other responsibilities in connection with acquisition projects, which may require assembling project business plans and working with both property management and accounting departments to assist in forecast and budget preparation. Additional duties include analyzing leasing transactions and other quantitative ad hoc projects that may arise, and regular interface with the CEO, COO, CFO, CIO and Regional SVPs as well as with the asset management, accounting and corporate finance departments.

### **Opportunity Requirements**

- Undergraduate degree from a top university; MBA a plus
- Minimum 3-5 years of real estate finance experience (investments, development, capital markets, banking, etc.); entitlement experience a plus
- Exceptional understanding of real estate economics, investment, and development feasibility
- Excellent communication skills, both written and verbal
- Strong local market-knowledge (Pacific Northwest) with established industry relationships with brokers, tenants, architects, general contractors, etc.
- Proficient in Argus and Excel with ability to oversee other regional Analyst and Associates in financial analysis and underwriting

### **Summary of Responsibilities**

The core responsibilities of this position include, but are not limited to the following:

- Work with regional Market Leader to source new office, life science, multi-family and mixed-use investment and development opportunities
- Track competitive deals and market intelligence and keep executive team apprised as needed
- Responsible for financial analysis and underwriting process along with regional Analysts and Associates
- Underwriting acquisition opportunities and assisting in the due diligence process during an acquisition, (which includes reviewing leases, preparing lease abstracts and ensuring the information is consistent with underwriting assumptions)
- Assembling property business plans in connection with recent acquisitions
- Prepare and present Investment Committee presentation materials and memos to be distributed to executive team
- Create ground-up development budgets and assist in land acquisitions

- Update pipeline report and present investment opportunities during pipeline calls lead by company CIO
- Work with the accounting and property management to assist in the creation of forecast backup
- Assist asset management team with leasing and leasing analyses
- Evaluating, through NPV and IRR analyses, the financial impact of lease proposals, terminations, and renewals
- Development relationships with investment sale brokers
- Other special projects as necessary

**To Apply:** Please submit resumes to [HumanResources@kilroyrealty.com](mailto:HumanResources@kilroyrealty.com). Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.