

DMR Global, Inc.

Job Description

Job Title: Director of Land Acquisition - Northeast Region
Department: Land Acquisition
Reports To: Area President
FLSA Status: Exempt, does not qualify for overtime pay

SUMMARY

Responsible for providing an adequate supply of land to fulfill the Northeast Region's production needs on an ongoing basis; participate, with the Northeast Region President and Area Presidents, in the budgeting process to determine such requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Essential duties may vary according to area and/or assignment. Other duties may be assigned.

1. Apply the Company's vision, pledges, and guiding principles to every facet of responsibilities in an effort to improve our Company.
2. Manage Land Acquisition Associates as applicable:
 - a) Assign/shift geographic territories.
 - b) Assign/prioritize specific sites for investigation and analysis.
 - c) Inform Associates of changes in product offerings.
 - d) Review work product.
 - e) Ensure that accurate and current information is used in the generation of pro forma/FMS for proposed acquisitions.
 - f) Outline market area for regularly scheduled job shops and periodically review compliance with pre-set schedule.
 - g) Assign specific sites for the generation of graphs and relevant job shop reports.
 - h) Assign specific sites for the production of the market analysis component of site investigation reports.
 - i) Provide access/introduction to internal/external information sources.
3. Identify acquisition opportunities through contacts with brokers, builders, bankers, landowners, engineers, planners, attorneys, municipal officials, and in-house contacts.
4. Develop a broad understanding of the various municipalities within the Area's territory.
5. Research approvals/permits, zoning, engineering plans, improvement estimates, off-site improvements/contributions, soils/geology, wetlands, utilities, Superfund sites, affordable housing component/contribution, building costs, overhead allocation, and interest carry.
6. Prepare financial analyses, market analyses, and narrative reports for parcels under consideration for purchase.
7. Propose lot/product mix and arrange for the preparation of concept plans as required.

8. Organize presentations with the Northeast Region President and Area Presidents to evaluate potential acquisitions.
9. Draft/issue purchase proposals and offer letters.
10. Negotiate with landowners and/or their agents.
11. Direct the preparation/revision of purchase agreements by Attorneys.
12. Review purchase agreements.
13. Prepare pro formas for site investigation reports.
14. Organize/participate in community sellout/pricing meetings.
15. Review/interpret zoning/land use ordinances and master plans.
16. Monitor potential land use changes and projects in the approval process for all municipalities within the territory.
17. Prepare various land acquisition related reports.
18. Foster an open door policy for the area's Land Acquisition Associates to make suggestions for the general improvement of procedures.
19. Participate/cooperate with Senior Advisors/Department Heads in establishing/maintaining Northeast Region policies and procedures.
20. Supervisory Responsibilities:
 - Supervise Land Acquisition Associates.
 - Carry out supervisory responsibilities in accordance with the Company's policies and applicable laws.
 - Responsibilities include interviewing, hiring, and training Associates; planning, assigning, and directing work; completing Associate growth reviews; rewarding and disciplining Associates; addressing complaints and resolving problems.
 - Design and implement an up-to-date KASH program for all direct reports.

QUALIFICATIONS

To perform this job successfully, an Associate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent experience with at least four years of related experience. Proven track record with the acquisition process and "closing the deal". Knowledge and experience in broad scope of products and markets. Knowledge and experience in sophisticated land use and financial analysis. Strong, established network within the field.

ADDITIONAL TRAINING

KASH, Customer Service, Negotiation Skills

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, business periodicals, technical procedures, or governmental regulations. Ability to respond effectively to the most sensitive inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to present information to top management, public groups, and/or Associates of the Company.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to prepare, interpret and present various financial analyses.

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

1. Analytical, general management, people, and computer skills.
2. Effective negotiating and listening skills.
3. Ability to be persistent, patient and positive.
4. Ability to be creative and flexible.
5. Ability to maintain a high energy level.
6. Ability and willingness to learn.
7. Ability to adapt to changing priorities.
8. Ability to assemble information from a variety of sources.
9. Ability to multi-task.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS, OTHER

Valid driver's license, real estate license (a plus, but not mandatory), reliable automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to sit at a desk and talk or hear on the telephone while communicating with others. The Associate is frequently required to use fingers to operate a computer keyboard and reach with hands and arms for papers, manuals, or plans. The Associate is occasionally required to stand and walk around an office or land site, climb or balance on a land site, and stoop, kneel, or crouch to obtain files or plans in file cabinets. The Associate must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision to read plans and maps and distance

vision, color vision, peripheral vision, depth perception, and ability to adjust focus to observe site features or work on a computer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate but can be loud.