

*******POSITION AVAILABLE*******

JOB TITLE: Real Estate Development Manager
FSLA STATUS: Exempt
DEPARTMENT: Real Estate Dept. - Southeast Business Unit
LOCATION: Charlotte, NC
REPORTS TO: Director of Real Estate
RELOCATION: Negotiable
NOTICE NO.:
OPENING DATE: 6/9/2016
CLOSING DATE: Until Filled

POSITION SUMMARY

The main objective of the position is to locate sites for Circle K Stores within designated areas of the described territory, with primary objective to acquire sites via single site development and multiple site acquisition. Responsible for site selection, obtaining management approval and securing entitlements. Ensures timely and successful real estate closings. Initiates projects such as remodels and raise and rebuild projects and work in conjunction with construction department to ensure entitlements are processed in a timely fashion. Contributes to ongoing strategic review of company real estate assets to include divestment of sites, out of industry and sales of existing sites to franchisees working in conjunction with the franchise department. Work on other real estate activity at existing site level and provide support for licensing issues as needed. Manages existing office lease and building management issues.

REQUIREMENTS

- Prepares Market Development Plans by segmenting markets into smaller trade areas; rides areas and identifies a growth plan for each area that includes targeting parcels for new stores and competitive stores to acquire.
- Works with financial models (in coordination with operations management, fuels management and construction management, etc.) to qualify new sites for lease or purchase.
- Negotiates Purchase contracts with sellers and leases with Landlords.
- Prepares real estate proposals and contracts for management approval.
- Initiates and organizes real estate market tours for site selection tours, periodic market reviews and new to industry projects. Compiles site ride binders and market summaries.
- Manages due diligence, entitlement activity, beer and wine applications, escrow closings, including meeting with government officials and public hearings. Coordinates with architects, engineers, attorneys and other consultants. Works closely with internal management team to design projects.
- Manages portfolio rationalization analysis – compiling valuation and timing strategies.
- Ensures compliance with requirements, policies and regulations.
- Performs other duties as necessary.

ESSENTIAL JOB FUNCTIONS FOR CONSTRUCTION MANAGEMENT

- Bachelor's degree preferred
- 3 to 7 years' experience in General Commercial Brokerage, Development, Finance or Corporate Real Estate Management with emphasis in Commercial/Retail/Fuel/Fast Food/C-Store industries.
- Demonstrated ability to purchase and develop retail location.
- Knowledge of Southeast Real Estate markets to include North Carolina, South Carolina, Georgia and Tennessee.
- Working knowledge of broker networks, market valuations for real property and leasehold investments.
- Strong team orientation with excellent interpersonal skills and able to work in a busy environment with multiple changing priorities and deadlines. Must be willing to adapt to the changing responsibilities of the position. Self-motivated, self-directed individual with strong organizational skills required.
- Requires travel primarily in the four state areas, including some overnight travel.

- Previous experience in gasoline retail management/site selection desirable.
- Proficiency in Word and Excel required.
Proficiency in PowerPoint, Access, Mapping and Demographic software desirable.
- Requires a driver's license and a good driving record.

PLEASE NOTIFY YOUR SUPERVISOR OF YOUR INTENT TO APPLY FOR THIS POSITION AND OBTAIN THEIR WRITTEN APPROVAL. Send your resume and job application to:

Taylor Seeloff
Real Estate Director, Southeast
tseeloff@circlek.com