

<b>Job Description</b>			
<b>Job Title:</b>	Land Acquisition Coordinator	<b>Job Code:</b> <b>WCC:</b>	LDACOR 8810
<b>FLSA Status:</b>	Non-Exempt	<b>Business Unit:</b>	Builder
<b>Standardized/Location-specific:</b>	Standardized	<b>Location (if applicable):</b>	
<b>Supervisory Responsibilities:</b>	None		
<b>Job Summary</b>			
Organize and maintain land/lot contracts and feasibility through closing for the Land Acquisition and Land Development departments. Acquire undeveloped land or finished lots for development. Work with property owners, brokers, land developers, city officials, and others to secure land.			
<b>Essential Job Functions</b>			
<ul style="list-style-type: none"> <li>• Create, organize, and maintain land/lot contract files</li> <li>• Coordinate, secure, and organize land acquisition leads</li> <li>• Receive and provide initial response plan for all new leads from outside sources</li> <li>• Perform Title and municipal research and initial “cold call” inquiries for potential land leads</li> <li>• Provide initial meeting with seller and/or seller’s representative</li> <li>• Prepare analysis/deal sheet for each site</li> <li>• Maintain status/critical dates report to ensure all deadlines are met</li> <li>• Ensure that all required paperwork is completed and distributed to the necessary parties, land/lot purchase through community completion</li> <li>• Provide required documents to corporate departments</li> <li>• Request and track earnest money deposits and releases</li> <li>• Assist the Land Department with responding to staff reports and all conditions of approval and coordinate a timely re-submittal</li> <li>• Coordinate closing process with outside title and escrow agents</li> <li>• Coordinate HOA set up and governing documents</li> <li>• Request and review title, environmental studies, surveys, site plans, etc.</li> <li>• Conduct all business in a professional and ethical manner to serve customers and increase the goodwill and profit of the company</li> <li>• Provide all pertinent property description information, seller demands, terms, conditions, and contact information to management</li> <li>• Prepare letters of intent</li> </ul>			
<b>Additional Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Coordinate with the Land Development team to generate accurate exhibits for land purchase documents, lot take schedules, and phasing plans</li> </ul>			

- Coordinate with various consultants to ensure timely and compliant entitlement application submissions
- Manage archives and storage of physical and digital land acquisition files
- Organize and maintain daily correspondence
- Prepare and send check requests
- Coordinate with the city and county to ensure address approval
- Additional duties as assigned

**Minimum Required Qualifications**

1. Associate degree or equivalent from two-year college or technical school
2. Three to five years of related experience and/or training
3. Strong organizational skills
4. Advanced Excel knowledge and skills
5. Excellent business writing and communication skills
6. Ability to apply common sense understanding to carry out instructions furnished in written oral form or via DRH applications
7. Proficiency with MS Office and email
8. Ability to sit for majority of 8-hour workday; use hands to finger, handle or feel; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision and peripheral vision
9. The noise level is generally moderate

**Other Qualifications**

1. Two to five years of related experience in acquisitions or in real estate transactions preferred
2. Ability to multi-task and attention to detail

The job description set forth above inadvertently may not include all the essential functions of the job, or as time goes on, the essential functions may change after the description was written. The employee is encouraged to ask question of the supervisor or human resource department regarding this job description and its application. Management retains the right to add to, modify, delete and/or in any and all respects change the duties, tasks, and responsibilities of the position at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Last Updated By:	Steven French	Date:	12/1/2021
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