

Opportunity Description: Analyst, Investments**Location:** Regional Office in San Francisco, CA or Seattle/Bellevue, WA

KILROY REALTY CORPORATION

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

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 diverse 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 and developer, with a major presence in San Diego, Greater Los Angeles, the San Francisco Bay Area, the Pacific Northwest and now Texas.
- 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

About the Opportunity

Kilroy is seeking an individual interested in pursuing a career in real estate with a focus on investments and financial analysis at a premier publicly traded REIT (NYSE: KRC). In this role, you will work directly with the San Francisco and Seattle Investment teams as well as senior management at all levels within the organization. The opportunity provides extensive exposure to real estate investment and development activities through the underwriting of prospective acquisition and disposition opportunities. The target candidate will process all relevant information and will play a key role in the evaluation and recommendation of key activities for the firm.

Additionally, the role will provide financial analysis and support for various projects such as leasing transactions, new market analysis, and other strategic initiatives. Strong communication skills are warranted as there is direct interface with the CEO, CIO, CFO, Regional EVP/SVP's as well as the asset management, development, accounting and corporate finance departments. This position reports to the Vice President, Greater Seattle Investments Lead.

Opportunity Requirements

- Bachelor's degree from a top university with coursework in business, finance and, ideally, real estate
- 1-3 years of direct real estate experience in a valuation, development and/or acquisition, debt, investment banking or accounting role
- Ability to synthesize large amounts of information from various sources and provide concise recommendations to senior management
- Strong critical thinking skills and the ability to independently develop strategies and recommendations for investment decisions
- Familiarity with basic real estate diligence items such as rent rolls, offering memorandums and operating/income statements
- Experience across major product types in the Bay Area and Pacific Northwest markets a major plus (Office, Life Science, Multi-family, and Retail)
- Advanced Excel and Argus skills
- Familiarity with basic cash/GAAP accounting principles
- Excellent communication skills and precise attention to detail
- Team oriented mentality with a strong ability to adapt and interact with team members
- Willingness and excitement for occasional business travel between Kilroy's target markets

Summary of Responsibilities

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

- Directly assisting Seattle and San Francisco Investment leads in building ARGUS/Excel cash flow models for all prospective acquisitions, development, and disposition projects
- Creating clear and concise presentations directed towards senior management and Investment Committee
- Assisting in all aspects of the underwriting process, including initial investment analysis, preparation of investment memos, comparative analyses, vetting of corporate finance and accounting issues, etc.
- Reviewing and summarizing acquisition diligence materials on live deals
- Maintaining acquisition pipeline trackers by through active engagement with external brokers
- Assisting with execution and proforma modeling of large mixed-use projects with office, retail and multi-family components
- Evaluating, through Argus, NPV and IRR analyses, the financial impact of lease proposals, terminations, and renewals for active and pipeline development projects
- On an as-needed basis, assisting asset management with leasing analysis and strategic decision making
- Interfacing with Brokers, Lawyers, Architects, Engineers, and other project team members to ensure timely/accurate proforma updates

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