

KILROY REALTY CORPORATION

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

Opportunity Description: Director, Investments**Location:** Regional office in San Diego, CA**About Kilroy Realty, L.P.**

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with over 17 million square feet of primarily office and life science space with operations in San Diego, Greater Los Angeles, the San Francisco Bay Area, Greater Seattle, and Austin, Texas.
- Kilroy's Vision is to be a premier and sustainable commercial real estate operator and developer, sought after by tenants, preferred by investors, and respected by competitors.
- Kilroy's Mission is to create and operate exceptional real estate assets where people live, work, and engage with their communities.
- At Kilroy, our people are our greatest resource. We strive to maintain a culture of continuous growth, recognizing and rewarding performance in all facets of the company. Integrity matters, which means how we operate is just as important as what we deliver. We aim to operate as a cohesive team and believe that diversity of thought and perspective results in better outcomes.

About the Opportunity

Kilroy Realty Corporation is seeking an individual interested in pursuing a career in real estate with a focus on investments and finance at a premier publicly traded REIT (NYSE: KRC). The Director, Investments will work directly with both a locally focused team and senior management at all levels within the organization. The opportunity provides extensive experience and exposure to real estate development and investment; including the financial modeling of all perspective acquisitions, development, and disposition projects.

Additionally, the role will provide financial analysis and support on other various projects such as leasing transactions, corporate finance/capital markets, and other strategic initiatives. There is direct interface with the CEO, COO, CFO, CIO, Regional EVP/SVP's as well as with the asset management, development, accounting and corporate finance departments thus strong communication skills is warranted. This position reports to the Senior Vice President, Investments.

Opportunity Requirements

- Bachelor degree in finance, real estate, business, or accounting from top-tier university. Advanced degrees (MBA or Masters) are desirable
- 5-10 years of direct real estate experience in a valuation, development and or acquisition, debt, investment banking, asset management, or accounting role
- Ability to synthesize and audit large amounts of information from various sources and provide concise conclusions and recommendations
- Experience with office, life science, retail, and multifamily product types in Southern California markets a plus
- Familiarity with real estate diligence such as rent rolls, contracts, commercial leases, offering memorandums and operating/income statements
- Advanced skills in Excel and ARGUS (Enterprise) is required
- Familiarity with basic cash/GAAP accounting principles
- Excellent communication skills and strong ability to adapt and interact with team members
- Effective communication verbal and written communication skills and experience leading and coordinating teams
- Familiarity with real estate debt, joint ventures, and partnerships is strongly desired
- Team oriented mentality with precise attention to detail

Summary of Responsibilities

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

- With supervision of SVP, Investments manage all aspects of the underwriting process, which includes running analyses, writing investment memos, comparative analyses, vetting through accounting issues, etc.
- Provide guidance, leadership, mentorship, training and oversight to analysts and associates
- Reviewing, building and maintaining cash flow models in ARGUS for perspective acquisitions, developments, dispositions and asset repositions
- Creating clear and concise presentations and overviews directed towards senior management and Investment Committee with supervision of SVP, Investments
- Monitoring market transactions for both leasing and capital markets
- Develop and maintain a deep network of market participants in order to assist the Company in the sourcing of opportunities
- Reviewing and summarizing acquisition diligence materials

- Work with Kilroy's leasing and asset management teams to analyze strategic decisions including leasing analysis, return on capital investment evaluation, and other portfolio management analysis to assist in the decision-making process
- Evaluating, through Argus, NPV and IRR analyses, the financial impact of lease proposals, terminations, and renewals for active and pipeline development projects
- Assist FP&A and Corporate Finance teams in the preparation of internal and external investor relations materials
- Assist Kilroy's Capital Markets and Corporate Finance team in executing financing objectives including the closing of secured loans and other methods of capital funding
- Work with the accounting and property management groups to assist in the creation of development forecast backup
- Assist asset management with strategic decision making and analysis
- In depth market analysis to determine portfolio trends, market conditions and operating strategy

What we offer

At Kilroy, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within the role. The base pay range for this role is between \$157,500 and \$170,000, and your base pay will depend on your skills, experience and training, knowledge, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on the facts and circumstances of each case. This role is eligible for an annual discretionary bonus as well.

Our comprehensive group health benefits program is built around your total health and provides employees and their families with care and coverage designed to help you thrive. Our health and wellness program offerings include medical, dental, vision, with FSA, HSA options, Group Life & Disability, LTD coverage and much more. Ancillary programs include a retirement savings plan with a competitive employer match, employee support programs like our parental leave coaching program, wellness, and commuter benefits, just to name a few. We invite you to visit our website at www.kilroyrealty.com to learn more.

How To Apply

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