



Agree Realty Corporation, a Real Estate Investment Trust (NYSE: ADC) based in Bloomfield Hills, Michigan is seeking to immediately fill the position of Director of Transactions with a qualified candidate. The position will report directly to the Vice President - Transactions of the Company.

Director of Transactions:

The Director of Transactions role requires an experienced, self-motivated, and collaborative team player who can work independently in a fast-paced environment. This individual must be capable of driving results with strict adherence to existing process and procedures. The Director of Transactions will assist in legal review and facilitation of acquisition transactions, development projects, and dispositions. The role requires a diverse technical real estate background with experience executing a multitude of commercial real estate acquisitions in a compressed timeframe.

Primary Responsibilities:

- Review leases, prepare Lease Underwriting Checklists and compare against acquisition underwriting.
- Prepare executive summary of purchase agreements.
- Drafting of transaction specific tenant and declaration estoppel certificates.
- Transaction coordination including ordering of title work, wires transfers, earnest money deposit escrows, insurance requirements, and funding of transactions for closing.
- Coordination of 1031 documentation, identification of relinquished and/or replacement properties, and close out of 1031 exchange accounts.
- Coordination of entity formation and qualification.
- Closing responsibilities including UCC lien and litigation searches, coordination of closing documents and approvals, and facilitation of wires.
- Post-closing internal transition coordination with asset management and lease administration.
- Reporting and coordination of financial outlays for upcoming closings and deposits with Controller.
- Assist in negotiation of purchase agreements and prepare legal documents for closing for specified transactions.
- Prepare legal documents including purchase agreement amendments, lease amendments, easements and confidentiality agreements.
- Assist Property Management with lease interpretation.
- Assist Asset Management with disposition transaction coordination and closing.
- Assist Development Team with land acquisition coordination and closing.
- Assist Chief Financial Officer with entity maintenance and financial offerings.



Applicant Characteristics:

- Excellent organizational skills
- Ability to think strategically and tactically execute an action plan
- Articulate issues and recommend solutions clearly and concisely both verbally and in writing
- Strong analytical skills
- Must thrive in a fast-paced environment
- Proven ability to lead and work in a growing Team

Minimum Job Requirements:

- BA/BS degree in related field required
- Law Degree or Paralegal Certification desirable
- Minimum 3 – 5 years of commercial real estate transaction/development experience
- Ability to interpret and underwrite leases for national and superregional retail tenants
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Proven success in a team environment managing multiple projects and priorities
- Proven ability to define objectives, set expectations
- Strong proficiency in Microsoft Excel, PowerPoint and Project

For consideration, please submit your resume by email to Jeanine Simjanoski, jeanine@agreerealty.com

About Agree Realty

Agree Realty is a publicly traded real estate investment trust (REIT) and industry leading acquirer and developer of retail net lease properties across the United States. The Company is traded on the New York Stock Exchange under the symbol ADC. Agree Realty was founded in 1971 and has been publicly held since 1994. The Company's growing portfolio currently consists of over 350 properties located in 43 states and totaling approximately 6.8 million square feet of gross leasable area. Building upon the foundation of excellence established throughout the past four decades, Agree Realty seeks to become the premier company in the retail net lease space.