

## **JOB DESCRIPTION**

### **ACQUISITIONS ASSOCIATE**

Revision date: April 30, 2014

The Acquisitions Associate is responsible for researching and locating economic development projects that qualify for state and federal tax credits across the country and then utilizing sales skills to secure signed contracts for Clocktower Tax Credits to market the credits in order to raise equity for the projects. The Associate's marketplace will be defined by industry sector and/or geographic territory. The Associate works independently and entrepreneurially in researching and calling on potential clients.

This is an entry-level position (0-5 years of experience). The Associate's work will be under the direction and supervision of the President and senior staff.

This is an exempt, salaried position with a scheduled work week of 40 hours. Employee compensation is base salary plus incentive bonuses, based on ability to obtain signed Agency Agreements to engage Clocktower Tax Credits' services. Expected travel is 10-25%.

#### Job Functions

1. Research tax credit programs
  - Identify tax credit programs and markets where Clocktower Tax Credits can compete.
  - Establish and maintain working relationships with government agency staff who administrator and monitor the tax credit programs.
  - Maintain library/files with current information about these programs.
  
2. Identify and engage viable tax credit opportunities
  - Seek out new projects that have received or will be receiving tax credits.
  - Establish contact with projects developers/sponsors or consultants.
  - Introduce and explain Clocktower Tax Credits' services to developers/sponsors.
  - Solicit and collect information on current projects.
  - Prepare project summaries of viable tax credit opportunities for internal review and go/no-go decision.
  - Prepare and obtain signed Agency Agreements from developers/sponsors of approved projects.

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3. Manage developer/sponsor relationships and champion each investment through the closing process.
  - Develop and maintain positive working relationships with developers/sponsors.
  - Maintain information on and/or create reference files for these developers/sponsors.
  - Be primary liaison with developers/sponsors throughout the negotiation of a tax credit transaction purchase agreement. Duties include performing due diligence analyses on project features, economics, and credit-worthiness, as well as drafting and reviewing purchase and partnership agreements and other transaction documents.
  - Assist the investor liaison to ensure a timely and successful closing of the tax credit sale.
  
4. Develop tax credit business
  - Act as “CEO” of assigned marketplace, building and maintaining a position of importance in the industry.
  - Build and maintain a network of industry attorneys, accountants, and consultants through whom project leads are developed.
  - Keep current on industry and market trends and changes, through membership in appropriate trade organizations, attendance at conferences, and review of trade publications.
  - Share information with the President and other staff members.
  - Submit and manage annual budget of planned conference attendance, association membership dues, marketing materials, and visits to developers/sponsors.
  - Other projects, as assigned.
  
5. Support administration of Company operations
  - Assist in technology implementation.
  - Contribute to planning and implementation of Company marketing.
  - Participate in recruiting and hiring of personnel.
  - Other activities, as assigned.

Acknowledgment of receipt:

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Date: \_\_\_\_\_