

## Site Acquisition Manager

### Job Description

#### Site Acquisition Manager (Small Cell)

The Site Acquisition Manager (SAM) is responsible for managing a bulk site acquisition program for new Small Cell facilities. Manages site acquisition personnel to accomplish market objectives for their state(s) area through self-performing site acquisition functions or managing contractors who have been engaged to complete the work. The SAM will work with the market and the client the needs, feasibility, time frame and scope of work for acquisition of Small Cell facilities. Establishes project priorities and goals for project performance including budget and schedule limitations and oversees projections for and timely achievement of milestone complete dates for project(s) in the quantity and at the rate required by the client contract. Qualifications include 5 years site acquisition management experience in the wireless communications industry; proven experience leading projects with over 100 new site builds or 500 site modifications to acquire in a short time frame; can manage several site acquisition service requirements; good interpersonal and communication skills and can present data and forecasts accurately to clients; demonstrated leasing experience with cellular sites for major operators; zoning and planning experience; good understanding of Municipal leasing / licensing processes / encroachment permits / ROW permits; building permit process experience; proficiency in Microsoft Office applications. Bachelor's degree; wireless telecommunications experience required. Real Estate License is preferred.

#### Responsibilities will include but are not limited to the following:

- Oversee Small Cell Site Acquisition project for the AZ / NM area including managing the identification, due diligence, surveying, leasing/licensing, and zoning of new Small Cell facilities, financial tracking, forecasting and billing as per client contract terms.
- Manage real estate acquisition operations for assigned area to ensure that assignment and scheduling of work follows timeline. Establish, implement and maintain standardized procedures for tracking of deliverables and update of market trackers.
- Ensure proper flow of information concerning site acquisition, permitting and notice to proceed to, construction among the site acquisition team, the market project managers and the client to facilitate a smooth and efficient operation process.
- Negotiate or oversee the negotiations performed by site acquisition personnel to meet client guidelines. Work with site acquisition personnel, client and client legal team to resolve business and legal approval issues.
- Evaluate current procedures and recommend changes to improve efficiency of execution of site acquisition program.
- May serve as a point of contact for the community and/or government agencies. May be involved in managing zoning regulations.
- Manage the preparation of Landlord and tower company applications
- Oversee the completion of Zoning and Permit applications for submittal to jurisdictions and coordinate the zoning process with outside counsel and vendors
- Manage quality control, data entry and tracking of Site Candidate Packages, Collocation Applications, License/Lease Agreements, and other Site Acquisition documentation.
- Manage the Coordination, scheduling and tracking of site visits and technical team visits with various departments
- Coordinate, order and track due diligence activities including title, environmental reports, regulatory reports, lease exhibits and engineering plans required for zoning and building permit approvals. .
- Obtain Landlord approval on Construction Drawings and zoning/permit applications.

- Manage preparation and update of site status reports/databases, site close-out packages, and attend client meetings as required.

## **Required Experience**

### **Qualifications:**

- Bachelor's Degree preferred
- Minimum of 5 years experience, preferably in wireless telecommunications, or other demonstrated site acquisition project management experience.
- Knowledge of site acquisition processes, leasing, and zoning terminology
- Good understanding of municipal leasing / licensing process
- Excellent verbal and written communication skills
- Excellent computer/reporting skills, including a high level of proficiency with MS Excel and other database/project management tracking tools
- Highly organized and able to multi-task and work effectively with limited supervision
- Highly motivated "self-starter" able to work under aggressive project schedules