



# UNIVERSAL JOB DESCRIPTION

## DIRECTOR OF DEVELOPMENT AND ACQUISITION CHINA

### UNIVERSAL POSITION SUMMARY

**Job Title:** Director Acquisition China

Primary function leading development in China.

**Primary Responsibilities:**

**Strategic planning and implementation**

- Responsible for the development and implementation of China development plan and medium term strategies.
- Participate in the annual strategic planning process, taking the lead in relevant tasks to complete this effort.

**Business Development**

- Drive expansion efforts in terms of third party Management agreements.
- Source opportunities for hotel acquisitions in China
- Explore and source other relationships with Hotel Owners to increase the number of properties under management
- Communicate effectively the strategies and situation awareness to all partners: Owner, Management Company and Associates.
- Complete all administrative work required by the Group and special tasks as assigned by the SVP Growth and Development. This specifically includes becoming a regular user of Sales Force software and completion of all regular reports utilized by the Group.

**Legal/Negotiation**

- Negotiation of all Technical Services, Hotel Management Agreement and other documentation required in the development process.
- Continuously participate in improving the legal documents utilized by the Group as well as the general structure of how the documents its relationships with Owners.
- Negotiate with Vendors of Hotel properties that may become part of the Group properties.

- Complete all related approval forms, negotiation progress tracking forms and other administrative duties required in the completion of all negotiation process with potential owners
- Maintain a current knowledge of market practices and HMA terms in his market area and transfer knowledge upstream and to other Developers on the team.

#### **Transition Management**

- Responsible for transitioning the relationship from Development to Technical Services and Operations teams
- Involve other disciplines of the group in a fashion that fosters a smooth transition and information flow to the Operations and Technical Services teams.

#### **Business Marketing**

- Actively participate in forums/organizations that increase profile of the Group and assist in the Growth of the Company.
- Actively network with Owners, consultants and other relevant professionals in order to increase deal flow.
- Work with the appropriate media in order to secure coverage for the group that assists in the development process
- Speak at conferences and forums that will benefit the Development objectives of the Group
- Participate in all activities that enhances the profile and business prospects of the Group

#### **External**

- To ensure that the Group complies with all Laws and Regulations of China and its relevant authorities and act as a good corporate citizen.
- To take the lead in establishing good, positive relationships with the Country relevant Governmental.
- To represent the Group at the highest levels possible in the Business and Civic Communities
- To represent the Group at the highest levels possible in organizations spanning hotel Industry.