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# Example of Acquisition Director Job Description

Our company is looking for an acquisition director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for acquisition director

* Optimize buys, renegotiate rates, canceling or renewing as necessary, refreshing and optimizing creative units and media placements with various comparison shopping engines
* Negotiating and reviewing affiliate advertising agreements (rates, placements, targeting)
* Assist in various marketing functions/teams to enhance the process flow – which help to streamline the processes between marketing and other departments (like Technology/IT, design, content teams)
* Proficiency with Microsoft Office applications and applicant tracking systems, Workday experience preferred
* Strong people leadership skills, including the ability to coach and develop others
* Previous experience leading campus recruiting programs
* Must be self-motivated, proactive, dynamic, resourceful and able to network in the right environments
* Managing full life cycle recruitment across assigned businesses and levels, including full-time employees, contract hires and temporary staff, and internal mobility
* Contributes to the design and execution of talent acquisition and firm core values
* Oversee the strategic direction of the firm’s collegiate recruiting efforts

## Qualifications for acquisition director

* Bachelor’s degree in finance or accounting required, Masters preferred
* 4-6 years of transaction support experience, preferably with exposure to real estate transactions
* Proficiency in the use of MS Office, Word, Excel, and PowerPoint
* Ability to travel to meet with, deliver in-person presentations to and successfully build and maintain relationships with potential sellers and internal Employee Partners
* Ability to assess talent and make recommendations to internal business clients
* Understanding of overall business strategies and implications of HR policies, decisions and program implementation