**JOB DESCRIPTION**

| **Title** | Director of Franchise Development | | |
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| **Reports To** | President, Franchise Development Manager, Franchise Legal Manager | | |

**Job Purpose**

The primary purpose of the Director of Franchise Development role is to lead the organization in attracting, signing and retaining high quality franchisees, as well as securing appropriate real estate.

The Director will be responsible for setting the strategic direction of the development team and ensuring the department is executing all processes necessary to achieve their goals. The incumbent oversees the Franchise Development department and provides the team with feedback, coaching, and growth opportunities. The Director will also manage the design and construction contractors, ensuring quality work in addition to meeting timelines and compliance with city, building, and construction regulations.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Oversee all development department responsibilities involving:
  + Legal/Administrative
  + Transfers/Closures
  + Leads/Growth
  + Real Estate/Leasing
  + Construction/Equipment
* Attract and sign high quality leads including through referrals, advertising, social media, conferences, trade shows, etc.
* Meet or exceed new store opening and renovation goals in accordance with franchising growth strategy.
* Complete ongoing analyses to determine new markets and growth opportunities, including site selection process.
* Participate in fiscal year planning and budgeting by setting the department’s strategic direction.
* Manage key projects and department goals, making adjustments as needed for budgets and construction delays.
* Interview and qualify leads.
* Regularly review and update Business Development activities to ensure compliance to Franchise law and Disclosure requirements.
* Ensure all franchising principles, policies and guidelines remain in compliance and that they are consistently applied.
* Provide franchising recommendations and expertise.
* Additional related duties as assigned.

**Qualifications**

* Bachelor’s Degree in Business Administration, Sales, or a similar field is required.
* Minimum of 7-10 years’ experience in franchise development, business, sales, marketing, real estate or equivalent.
* A combination of education and experience will be considered.
* Previous experience in a management or director role.
* Must have a strong understanding of disclosure laws and franchising processes.
* Strong negotiation experience.
* Experience in and understanding of real estate including selection and negotiations.
* Experience in or understanding of city, building, and construction laws and regulations.
* Working knowledge of marketing trends and strategies.
* Working knowledge and experience in interviewing and recruitment processes of franchisees.
* Must have familiarity with the Microsoft Office suite, including Word, PowerPoint, and Excel.

**Core Competencies**

* Demonstrated ability to coach and lead a team to the achievement of company and department goals.
* Excellent problem-solving mediation and negotiation skills.
* Strong business planning and projection skills coupled with research and strategic analysis skills.
* Exceptional interpersonal and relationship building skills.
* Self-starter who is highly motivated.
* Excellent verbal and written communication skills, including presentation and sales pitch skills.
* Outstanding time management, organization, and planning skills.
* Ability to interpret, review and at times, draft legal documentation.
* Exceptional presentation skills.

**Working Conditions**

* Must be able to travel for franchise partner interviews, meetings, real estate viewings, and construction site visits.
* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/onsite.