



### **About the Company:**

**Regency Centers Corporation (Nasdaq: REG)** is the preeminent national owner, operator, and developer of shopping centers located in suburban trade areas with compelling demographics. Our portfolio includes thriving properties merchandised with highly productive grocers, restaurants, service providers, and best-in-class retailers that connect to their neighborhoods, communities, and customers. Operating as a fully integrated real estate company, Regency Centers is a qualified real estate investment trust (REIT) that is self-administered, self-managed, and an S&P 500 Index member. For more information, please visit [RegencyCenters.com](http://RegencyCenters.com).

### **About this Opportunity:**

Regency Centers is seeking a **Leasing Paralegal** to join our **Jacksonville, FL** corporate office. This is a hybrid opportunity consisting of 3 days in the office and 2 days working remotely. The Leasing Paralegal will provide high quality, timely, and cost-effective legal services and support under the direction of Regency's in-house counsel. This position requires a fundamental understanding of commercial real estate and retail leasing matters. The ideal candidate has a strong leasing background but also has experience with real estate acquisitions/dispositions, financings, and due diligence such as title and survey review.

### **Key Responsibilities:**

Assists Regency's in-house counsel in connection with the following key responsibilities including communications with Regency's teams (such as leasing, development, operations, acquisitions/dispositions, capital markets, sustainability, and property management), Regency's outside counsel, tenants' teams, and tenants' outside counsel:

- Performs document review and analysis, legal drafting, and negotiation of ancillary leasing documents (such as assignments, modifications, and landlord waiver agreements), easements, restrictive covenants, consent letters, rights of entry, and estoppel certificates.
- Reviews, analyzes, and researches title documents, surveys, leases, and other legal documents; prepares and provides legal memoranda, abstracts, matrices, and summaries in connection with use and merchandising restrictions, redevelopment rights (e.g., signage rights and control areas), and operating/title documents; prepares and revises lease exhibits (e.g., exclusive and prohibited use exhibits); and assists with business risk assessment of a particular course of action.

### **Qualifications:**

- Bachelor's Degree preferred; equivalent work experience also considered
- Completion of paralegal training program preferred
- Paralegal Certification preferred
- At least three years of experience in commercial real estate matters including retail leasing, acquisitions/dispositions, financings, and due diligence such as title and survey review
- Previous law firm and/or in-house legal experience required
- Previous experience in retail leasing strongly preferred

- Strong legal drafting skills
- Strong analytical skills
- Advanced level proficiency with Microsoft Office Word
- Intermediate level proficiency with Microsoft Office Excel
- Proficiency working in systems such as document generation and matter management systems

### **Personal Characteristics:**

- Self-motivated, works equally well independently and with a team in a multi-tasking, dynamic, team oriented environment
- High level of professionalism and integrity; Must be trustworthy and able to handle confidential and proprietary information appropriately
- Strong attention to detail, organization, priority setting, and time-management skills
- Demonstrates enthusiasm and pride in work product
- Demonstrates willingness to expand substantive legal knowledge and take on new and increasingly complex matters
- Good customer and task focus coupled with interpersonal savvy and perseverance skills
- Strong oral and written communication skills
- Strong problem-solving and negotiation skills

### **Benefits:**

We recognize people as our most valuable asset. Our competitive compensation and benefits package includes a 401(k) profit sharing plan with company match, medical insurance with prescription drug coverage, dental insurance including coverage for orthodontics, vision insurance, an incentive-based wellness program, flexible spending accounts, paid parental leave and compassion leave, company-paid short-term and long-term disability insurance, company-paid life insurance, educational assistance, matching charitable gifts, flexible paid time off, and paid holidays.

\*Regency Centers is an equal opportunity employer. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, gender identity, sexual orientation, disability, national origin, or protected veteran status. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of background investigation. Regency Centers is a smoke-free and drug-free workplace. Pre-employment drug screening is required. No recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search.