



## LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



**The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.**

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

### **DIRECTOR, REAL ESTATE AND PROPERTY MANAGEMENT**

#### **POSITION OVERVIEW**

The Director, Real Estate and Property Management is an individual contributor responsible for overseeing and optimizing the performance of corporate real estate assets. This role involves driving revenue growth through lease and real estate development, analysing property performance, managing leases and landlord/tenant relationships, and implementing strategies to enhance asset value.

This position has responsibility for managing and optimizing the portfolio of owned real estate and water lot assets across multiple business units. This includes property management, commercial leasing, lease renewals/extensions and real estate development. This role works cross functionally to create, implement and manage guidelines, policies, procedures and processes related to real estate/property management, condition assessments, risk assessments, life cycle costing, financial analysis, and performance tracking.

This position requires a strong working relationship and regular interaction with our tenants, with waterfront stakeholder groups and with outsourced consultants including architects, planning consultants and appraisers.

**General duties and responsibilities include, but are not limited to:**

**ASSET MANAGEMENT:**

- Drafting, negotiating, managing and tracking leases, lease amendments, extensions/renewals and other real estate related documents, agreements and activities.
- Property Management Issues: working on all landlord/tenant issues, operating and maintenance issues, operating costs disputes, rent review and negotiation.
- Lead all aspects of negotiating and securing of early renewals, additional tenure, landlord approvals.
- Working directly with internal Infrastructure, Planning and Environment department in the co-ordination of all construction/renovation projects with tenants and all Facility Alterations Permit approvals for tenant renovations and additions.
- Managing and supervising of tenanted and vacant property portfolio including required appraisals, lease renewals, disposition or leasing of vacant sites, property management and site maintenance issues all with a view to improve the value of and the returns for these assets.
- Acquisition and disposition of real estate assets.
- Identify best practices relevant to all departments and operating partners and providing support for and reviewing departmental business plans and/or annual operating and capital budgets.
- Recommend, implement and manage asset management software.
- Develop decision frameworks, business processes and tools that incorporate capital and operating budget development, prioritization, risk analysis, levels of service and life cycle costing.

**QUALIFICATIONS:**

- Minimum seven (7) to ten (10) years of direct real estate development/commercial leasing and property/asset management experience.
- Strong understanding of property valuation process and principles, and their application in order to negotiate renewal terms and rents.
- Applied real estate principles and development principles.
- Legal drafting skills to be able to draft proposals and review legal documents
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player.
- Confidence, flexibility and diplomacy in dealing with clients and stakeholders.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations, legal contracts, documents and correspondence.
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results.
- Strong decision-making skills, including strategic and critical thinking abilities.
- Effective at problem solving, negotiating resolutions and conducting root cause analysis with a goal towards continuous improvements.
- Proficient computer skills with Microsoft Office products.
- Excellent time and project management, organized, possessing a solid ability to plan and follow up.

- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Bilingual English and French is an asset.

**Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@portstoronto.com](mailto:careers@portstoronto.com).**

In the Subject Line state: **DIRECTOR, REAL ESTATE AND PROPERTY MANAGEMENT**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

**PortsToronto is an equal opportunity employer.**