

# Job Posting

## Director, Leasing

<b>Position Title:</b>	Director, Leasing	<b>Reports To:</b>	Partner, Leasing & Marketing
<b>Position Type:</b>	Full Time – Permanent	<b>Date:</b>	September 11, 2019

### Position Summary and Objectives

The Director, Leasing reports to the Partner, Leasing and Marketing. The primary responsibility of this role is the leasing and marketing of Crown's portfolio of commercial properties located in the Greater Toronto Area through the provision of excellent service and relationship-building initiatives. Crown is looking for someone unique, who isn't afraid to offer ideas and push the boundaries of a typical leasing role. The Director, Leasing is responsible for marketing and showing available space and negotiating every aspect of the lease. The role is also accountable for budgets, income levels and profitability with a focus on achieving Crown's objectives.

### Responsibilities

#### Provide Superior Returns to our Investors

- Liaise with brokers and prospective tenants, conduct tours of available suites, provide accurate and timely information on suite sizes, pricing, ensure suites are competitively priced and shown to their best advantage
- Generate new prospects for available space by maintaining constant contact with tenants and real estate brokers through meetings, luncheons, presentations, mailings and organized events
- Negotiate lease agreements, lease amendments and other documents relating to existing and prospective tenants and present transactions for approval to Partner, Leasing and Marketing, Asset Manager and other partners as required
- Provide comprehensive business solutions including strategic advice on: industry trends, market information, leasing activity, competitive set pricing and building conditions
- Establish and maintain a wide network in the real estate industry through participation in leasing related organizations and gatherings to promote Crown in a professional and positive manner
- Maximize property net income through tenant retention strategies and work in collaboration with Marketing, Asset Management and Property Management
- Demonstrate in-depth knowledge of the buildings being represented and undertake financial analysis of prospective deals
- Contribute to the overall business strategy of the portfolio to ensure leasing objectives are achieved and a local presence is established within the industry
- Work with other departments as required on tenant and building issues including: tenant construction and landlord's work, tenant retention initiatives, subleases, early terminations etc.
- Perform other reasonable lease management tasks that may be assigned from time to time

## **Provide Marketing Expertise to Properties**

- Initiate and oversee the coordination of broker events and promotional events
- Manage and appoint listing teams where applicable under the guidance of the Partner, Leasing and Marketing
- Co-ordinate to ensure that suite drawings are updated as necessary through Leasing Administrative Assistant
- Assist property management teams with repositioning visioning for the properties
- Assist in the development and implementation of targeted marketing programs specific to each property in the portfolio

## **Deliver Excellent Service to Tenants**

- Meet with tenants on a regular basis to promote Landlord/Tenant relations
- Establish and maintain professional working relationships with tenants
- Develop relationships with tenants to gather information on satisfaction levels

## **Ensure Accuracy and Reliability of Financial Information for Properties, Working with Accounting**

- Prepare accurate and timely leasing activity reports, quarterly reports, market reports, annual budgets, budget reforecasts and other internal reporting as required
- Manage and monitor budgets to ensure targets are being met
- Co-ordinate payment of deal-related invoices as required

## **Perform other related responsibilities as requested from time to time**

## **Qualifications**

### **Education**

- University degree

### **Job Requirements**

- 8-10 years of experience in leasing of commercial properties, selling, negotiating and financial management as broker and/or landlord representative
- Licensed Sales Representative under RECO
- Excellent interpersonal and relationship building skills internally, externally and at all levels of an organization
- Works well in a team environment with positive and professional attitude
- Strong knowledge of legal documents including leases, sublease agreements, indemnity agreements, consent forms and knowledge of real estate markets and trends
- Ability to travel to the properties in the portfolio, located across the Greater Toronto Area with a valid driver's license and personal vehicle
- Strong negotiation, organization and prioritization skills
- Superior flexibility in the face of ambiguous situations, shifting demands and challenging work environments
- Excellent verbal and written communication skills demonstrated in report writing, proposal writing, presentations and meeting facilitation

## Personal Competencies

- Proactively assesses, responds to workflow deficiency, adheres to Crown's policy
- Goes the "extra mile" to understand and respond to tenant/customer needs
- Flexibility to changing work conditions including interruptions and multi-tasking ability
- Strong willingness to learn new real estate and/or related software programs
- Behaves and makes decisions that support Crown's goals and objectives
- Strong financial acumen
- Strong written and verbal communication skills
- Understand financial management; specifically procedures for expenses and revenues
- Ability to work independently and under pressure, including dealing with deadlines
- Demonstrates integrity in decision making, listening, treatment of others
- Mentors and develops others - self confidence

Crown is committed to accommodating employees with disabilities throughout their employment with Crown in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation, please contact Human Resources at [accessibility@crp-cpmi.com](mailto:accessibility@crp-cpmi.com).

To apply, please send resumes to [careers@crp-cpmi.com](mailto:careers@crp-cpmi.com). We sincerely thank all applicants, however, only those selected for screening will be contacted.