

## **CAREER OPPORTUNITY**

# **Director of Real Estate & Acquisitions**

### **JOB SUMMARY**

As a member of the Management Team, the Director of Real Estate & Acquisitions, will report to and assist the President and CEO in developing real estate acquisition and development strategies for the company. The primary focus of this new position is to evaluate and assess potential real estate acquisitions, divestitures and development and re-development maximizing profitability for the company and its investors. The Director of Real Estate & Acquisitions will research, evaluate and analyze options and information that will lead to optimal decision-making for real estate acquisitions and development. The incumbent will also oversee construction, renovation, property management and maintenance of the real estate portfolio of the company.

### **RESPONSIBILITIES**

Evaluate and assess potential real estate acquisitions, divestitures and development and re-development considering profitability for the company and its investors.

Acquire and/or develop superior multi-residential, office, commercial and retail properties that will provide stable, long-term growth and profitability.

Source or develop real estate properties for the company's investment product creation.

Provide recommendations to strategically enhance the property portfolio and to mitigate risk.

Provide executive management with advice on the implications of real estate activities.

Provide timely and accurate analysis of real estate trends and forecasts.

Establish and maintain strong relationships with senior management and executives so as to identify their needs and seek a full range of business options and solutions.

Create and manage processes for real estate portfolio's statistics/data, forecasting, budgeting and reporting.

Contribute to the development of investment offering memoranda.

### **QUALIFICATIONS**

A Professional Engineer, Real Estate Professional or Accountant and Entrepreneur with at least ten to fifteen years of experience and a demonstrated track record of success in real estate acquisitions, divestitures and development and re-development.

Strong interpersonal skills and the ability to communicate and manage well at all levels of the organization.

Excellent problem solving and creative skills and the ability to exercise sound judgment to make decisions based on accurate and timely information and analyses.

High level of integrity and dependability.

Strong sense of urgency and detail & results-orientation.

Exceptional analytical and organization skills and PC proficiency including a strong working knowledge of Excel, Publisher, Power Point and Word.