

DIRECTOR, LEASING

We believe in forging long-lasting relationships to create change in our communities. From one building on Alberni Street in Vancouver to a range of projects across North America, we've expanded into diverse areas of expertise across the real estate industry. Our interests include ownership in 8.1 million sq ft of commercial property, over 2,300 units of residential and hospitality, and participation in the development of an additional 15 million sq ft. As we continue to grow, we stay true to our values by putting relationships first, standing by our word and striving for Something Greater in everything we do.

We are looking for an experienced Director, Leasing who will play a key role in developing and executing the leasing strategy across Peterson's portfolio of income producing properties. Reporting to the Chief Operating Officer, the position will be based out of Vancouver and exists to oversee all leasing activities across 2 million sq ft of commercial income producing properties in core Canadian markets. Our portfolio is equally split between retail and office with potential growth of about 500K sq ft over the next few years through our development projects and anticipated acquisitions. The role will be responsible for developing positive relationships with all stakeholders while providing mentorship to a small leasing team.

The ideal candidate will be a creative, strategic leader with 7+ years of experience leasing commercial properties, specifically selling, negotiating, and financial management as a broker and/or landlord representative at a Senior Manager level. We are looking for someone with an extensive track record of leasing up office properties in both urban and suburban markets. The position will suit someone who is adaptable and enjoys the challenge of developing a leasing strategy and execution plan for a variety of properties.

Key Responsibilities

- Overseeing the planning, negotiation and execution of leasing activities, driving cash flow growth and ensuring value added reporting is in place;
- Preparing, negotiating, consummating Lease Proposals, Offers to Lease, Lease Extensions/Renewals and Leases;
- Mentoring a team of effective leasing professionals to deliver on the asset plans for each property;
- Developing market intel and identifying industry leasing trends, and having an in-depth knowledge of comparable properties metrics and financial performance;
- Managing relationships with tenants & owners, keeping all stakeholders informed about projects/issues;
- Building and generating a pipeline of potential tenants through meetings, luncheons, presentations, mailings, and organized events to source and canvass other prospects directly;
- Working in collaboration with the asset management and investment team on due diligence related to property acquisitions/dispositions;
- Creating and executing strategic short-term and long-term leasing targets and plans for each property that align with the overall asset plan and monitoring progress against goals and quality of service;
- Creating annual lease budgets for each property that are focused on increasing revenue, improving tenant mix and maximizing the quality of the tenants;
- Working in a collaborative and cross functional environment, providing input on new development projects with respect to the design, functionality and availability of leasing in the respective market, as well as monitoring the execution; and
- Coordinating and managing the real estate assets to ensure alignment of objectives and maximizing value creation for all stakeholders.

What You Bring

- 7+ years of experience in leasing commercial (office, retail & industrial) properties;
- Completion of Bachelor's degree, preferably in Business or Real Estate;
- Valid Rental Property Management License under the Real Estate Council of BC;
- Advanced proficiency with Microsoft Office;
- In-depth knowledge of the *Real Estate Act* and up-to-date knowledge of real estate markets and trends;
- Knowledge of real estate documents including leases, sublease agreements, indemnity agreements, management agreements and consent forms;

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- Ability to build and maintain an established network within the brokerage community both locally and in other markets;
- Experience providing mentorship, guidance and supervision to a team;
- Proficiency in responsibly managing financial budgets and reporting and analyzes on financial data;
- Ability to build positive and professional relationships with a variety of people, being proactive, results-oriented and resourceful in work;
- Efficient and effective time and project management, demonstrating ability to meet deadlines while producing quality and accurate work;
- Clear and concise communication skills, verbal and written;
- High level of professionalism, discretion, and ethical conduct and tact in handling sensitive and confidential information; and
- Creative problem solving and strong decision-making ability to represent the Company's best interest.

We are an equal opportunity employer. Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits.

We thank all candidates for their interest - only short-listed candidates will be contacted. To apply for this opportunity and learn more about Peterson, visit our Careers page at www.petersonbc.com.