

Senior Leasing Officer

\$90,159 – \$108,192
(Non-Union Full Time)

In 2008, the Toronto District School Board (TDSB) established the Toronto Lands Corporation (TLC) to be its independent arm's length real estate agency. Authorized by a Shareholder's Direction, the TDSB recently expanded TLC's mandate to include Board-wide real-estate, land use planning, asset management and leasing, fostering partnerships, integrating community hubs/services through the redevelopment of school sites or the modernization of schools. With approximately 600 properties in TDSB's inventory, TLC now manages one of the largest public asset portfolios located in Ontario's most dynamic and development impacted cities. Through the initialization and alignment of its cross functional senior management team, TLC will effectively respond to its expanded mandate while maximizing opportunities and benefits to the TDSB, its students and the communities served.

Reporting to the Manager, Asset Management & Leasing, this position will have responsibility for providing expertise and responsibility in negotiating and managing leases, shared-use agreements and various real estate related agreements. Property management of leased sites including preparation of financial statements is a major component on this position. As part of a team, Senior Leasing Officer will be responsible for relying on best practices, established policies, procedures, guidelines and protocols and guided by the Corporation's overall objectives. With a strong leasing and property management background combined with education and experience, the Senior Leasing Officer will work collaboratively with the TLC team, key TDSB departments, community groups, external consultants and the general public to effectively manage leasing and property management requirements for the TDSB asset portfolio.

Role Accountabilities:

- Provide professional advice and support in the areas of leasing and property management with a particular emphasis on leasing of available space in operating schools, surplus school properties, and third party owned properties.
- Assist with the preparation of proposals for new leases in compliance with Ontario Regulation 444/98 - Disposition of Surplus Real Property, develop terms of reference, undertake feasibility studies, issue requests for proposals (RFPs), and prepare requests for quotes (RFQ;s) respecting leasing and property management matters.
- Utilizing an evolving professional background that includes commercial, industrial, institutional real estate properties, provide sound and effective solutions when negotiating new agreements and resolving issues.
- Responsible for negotiations in a wide range of real estate transactions (leasing, tenant disputes, community partnerships, community services/hubs, temporary access agreements) with the public/private sector
- In consultation with the Manager, responsible for the management of the leasing portfolio that includes leases of non-operating schools, child care agreements, external commercial leases to third parties, and a variety of leases related to the asset portfolio.
- Assist with the preparation of annual operating and capital budgets for TDSB's non-operating school portfolio,
- Responsible for the preparation of financial statements for individual assets within the portfolio on a quarterly basis
- Responsible for the financial tracking and reporting of revenue and expenses for the asset portfolio

- Excellent organizational, time management and multi-tasking skills to balance a number of projects simultaneously and to meet deadlines.
- Attend public consultations on behalf of TLC at public meetings, committee meetings and standing committees, as may be required.
- Working collaboratively with the Manager, Leasing & Asset Management and others within the TLC team, provide comparative financial analysis on various projects, manage and negotiate a variety of real estate transactions that support TLC/TDSB objectives and impact on school board operations and TDSB sites.
- Negotiate lease and shared-use agreements, licenses along with a range of real estate agreements with an emphasis on working collaboratively with the public sector
- Review and monitor existing tenant leases and prepare lease abstracts to ensure compliance to the terms of the agreement and that the information is accurately recorded in a leasing software system.
- Regular property inspections to monitor the condition of TDSB properties and follow up with TDSB maintenance staff on any required repairs.
- Conduct tenant meetings on a monthly basis to ensure tenant satisfaction and compliance with the term of the lease agreement;
- Engage the services of, and/or consult with, lawyers, planners, environmental consultants, appraisers and engineers as required.
- Ensure adherence to industry standards, TDSB and Provincial policies, acts or regulations that apply to leasing transactions governing school boards and contract specifications in the management of contractors, vendors and suppliers.
- Liaise with TDSB staff and other stakeholders as appropriate for the lease or other property agreements of surplus and operating school facilities.
- Awareness and growing knowledge of applicable legislation such as, Ontario Planning Act, Ontario Building Code, Commercial Tenancies Act, Land Titles Act, Environmental Assessment Act, Expropriation Act, Ontario Health and Safety Act, Ontario Education Act and associated regulations and policies pertaining to real property (Regulation 444/98, Planning and Partnership Guidelines);
- Demonstrated knowledge of market trends, market rents, market conditions, understanding principles of market value with all factors that will assist the team in providing and developing real estate reports for the TDSB portfolio and develop on-going standards for the effective utilization of the asset portfolio.
- Demonstrated commitment to service excellence standards.

Job Requirements:

- University degree in business, economics, finance, or real estate, in combination with working towards a real estate designation(s) or candidate member in good standing, such as a CRA or AACI with the Appraisal Institute of Canada; or SR/WA, Right of Way Association, Property Management Certificate, RPA, CPM, or eligibility for membership in the Real Estate Institute of Canada and/or Building Owners and Managers Association; OR CPA combined with real estate property management and lease negotiation experience
- Demonstrated real estate experience of a minimum of 4-5 years which illustrates a growing range of knowledge and understanding of the complexities of the real estate industry with a focus on leasing and property management with diverse stakeholders;
- Preference will be given to those candidates with a combination of private and public sector experience;

- Thorough understanding and knowledge of municipal and provincial legislation applicable to real estate projects including various codes, standards, policies and management practices and procedures that can impact and guide real estate management and transactions, such as ESA, Surveys, Engineering drawings, heritage (land and building), archeology, financial analysis, project management operations, construction maintenance, tenants relations and required reporting, lease administration, BOMA, property accounting and an understanding of public procurement policies/practices, etc.;
- Strong managerial skills;
- Demonstrated political and business acumen supporting effective working relationships with diverse stakeholders including communities, TDSB staff, City and Provincial elected officials;
- Excellent analytical and problem-solving and conflict management skills.
- Strong oral and written communication skills;
- Ability to read and interpret legal descriptions, survey plans, and engineering drawings along with reviewing appraisal reports, legal agreements and other real estate related documents;
- Ability to prepare and analyze financial statements;
- Proficiency in computer applications such as relational databases, spreadsheets, leasing software, project management, presentation packages, Internet browsers, social media and geographic information systems;
- Awareness and commitment in promoting equitable practices which value inclusiveness and diversity;
- Other duties as may be assigned and amended from time to time as project requirements demand;
- Valid driver's license and vehicle for transportation to various Toronto District School Board "TDSB" sites along with an up to date vulnerable sector police reference check.

Special Requirements:

1. TDSB security clearance required.
2. Willingness and availability to work overtime.
3. Valid Class G Driver's License and access to a vehicle for TLC business, travel across the TDSB will be required.

Location:

This position will be located at 60 St. Clair Ave. East, Suite 201(wheelchair accessible)

How to Apply:

Please send your resume and covering letter in confidence via email:

Include the title of the position you are applying for and what platform you found the position on in the subject line.

***Only applicants selected for an interview will be contacted.
Applications will not be acknowledged in writing.***

Following the advice of Canadian health authorities, to mitigate the risk of potential spread of COVID-19 and support social distancing, initial interviews will be conducted via video conferencing.

***We strive to meet the accommodation needs of persons with disabilities.
Applicants are encouraged to make their needs for accommodation known in advance during the
application process.***

Thank you for your interest.