

## Major Transactions Manager

### PLEASE NOTE SUBMISSION REQUIREMENTS AT BOTTOM OF POSTING

**CreateTO**, launched on January 1, 2018, is a municipal government agency established to manage the City of Toronto's real estate portfolio. **CreateTO** works collaboratively with City stakeholders, external partners and community members to create more livable, sustainable and inclusive communities. The agency will enable the City, for the first time, to adopt a strategic city-wide approach towards the delivery of real estate solutions to promote a balance of community and economic benefits.

### The Opportunity

Reporting to the Vice-President, Major Transactions, this individual will work on the planning and execution of complex real estate transactions (dispositions, easements, licenses, acquisitions, lease renewals and amendments etc.) within the assigned portfolio of projects to ensure on-time and on-budget delivery of projects outcomes. Specific responsibilities could include leading cross-functional, cross-entity teams working collaboratively with functional experts in CreateTO and staff in the City's Corporate Real Estate and other client divisions and agencies of the City to achieve and maximize the return to the City of Toronto and protect and enhance the public interest.

To be successful in this role, you will have the following skills and qualifications:

- A minimum of 5 years of experience in the field of real estate, with an emphasis on transactional experience in sales, leases, easements, expropriations, or acquisitions.
- Post-secondary degree in Real Estate, Business Administration, Urban Planning, or another related discipline; an appropriate real estate certification would be an asset (e.g. AACI, CCIM, SRWA, MCIP, RPP, PMP, etc.).
- Strong understanding of property valuation process & principles and their application in order to negotiate renewal terms and rents.
- Knowledge of current real estate and planning legislation, processes and regulations.
- Knowledge of commercial, industrial, residential, and/or institutional real estate market conditions and practices related to real estate transactions would be an asset.
- Experience in strategy, business case development, industry analysis and transaction structuring to support the development of complex strategies to present recommendations to senior decision-makers in a compelling, effective way.
- Experience working in large, multi-disciplinary, cross-functional teams to deliver complex and politically-sensitive projects.
- A demonstrated ability to find innovative solutions to complex problems.
- Ability to successfully navigate ambiguous situations and align multiple stakeholders around a common solution and path forward.
- A general understanding of financial modelling / analysis would be beneficial.
- Solid experience in dealing with technical, legal and financial data and the ability to find positive and innovative solutions to complex issues and problems with a diverse group of public and private sector stakeholders.
- Results-oriented; strong organization and project management skills to deliver on objectives and respond to changing priorities.
- Well-developed analytical, problem solving, negotiating and influencing skills to successfully close real estate transactions and resolve issues.

- Sound oral and written communications skills to prepare reports, recommendations, and effectively interact with internal and external stakeholders.

**CreateTO** is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Our organization is committed to creating a diverse, inclusive and equitable environment and we especially welcome applications from individuals within equity seeking groups. We strive to provide an inclusive workplace that promotes and values diversity. Diversity in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to build better companies. Our goal is to create an environment where everyone, from any background, can do their best work and be themselves. For more information on CreateTO, please visit our website at [www.createto.ca](http://www.createto.ca).

Interested and qualified candidates are required to send their resume and cover letter in confidence to [careers@createto.ca](mailto:careers@createto.ca) quoting the job title (“Major Transactions Manager”) in the subject line by **Friday, October 7, 2022**. Submissions that don’t include the requirements noted above will not be considered. Only those individuals selected for an interview will be contacted. No agencies at this time please.