



Modern Thinking. Timeless Values.™

## DIRECTOR OF REAL ESTATE AND ACQUISITIONS

### Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019**, **Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2019**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

We are currently seeking an experienced, innovative and results-oriented Director of Real Estate and Acquisitions. Reporting to the Sr. Vice President, Residential you will assist the company in executing real estate acquisitions and development strategies, and support the Finance department in structuring and securing financing. In this role, you will identify opportunities, research, evaluate and analyze information that will lead to optimal real estate acquisitions.

If you are someone that has a strong background in real estate acquisitions, and you are passionate about real estate and want to join a fast-paced, high-powered team, then you are exactly who we are looking for.

As part of your duties and responsibilities you will be called upon to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values and Leadership Drivers
- Research, evaluate and assess potential real estate acquisitions, divestitures and development and re-development opportunities
- Identify, negotiate and acquire new land holdings (on or off market) for low rise and multi-residential (mid and high rise) development that will provide stable, long-term growth and profitability.
- Manage the due diligence process by engaging internal staff or consultants to complete environmental, structural, legal and financial analysis. Summarize findings and prepare due diligence report prior to waiver date and present to executive management.
- Continually source real estate properties to meet the company's development strategy
- Provide recommendations to strategically enhance the property portfolio and to mitigate risk (including planning, market, location, environmental and other such risks)
- Work with legal counsel to ensure the successful completion of all transactions
- Provide executive management with advice on the implications of real estate activities
- Provide timely and accurate analysis of real estate trends and forecasts
- Manage acquisition processes and track metrics for real estate portfolio's statistics/data, forecasting, budgeting and reporting
- Contribute to the development of investment offering memorandum and presentations to real estate partnerships and lending institutions
- Cultivate and maintain an extensive industry contact list through networking and attendance at industry events

- Responsible to take a lead team role in identifying and managing policy changes that may affect the development approvals process at all government levels
- Negotiate with land owners and/or agents the terms of acquisition
- Work closely with finance department in coordinating deposit and closing funds and financial structure of transactions
- Work with planning team to develop proposed concept plans to validate potential yield
- Arrange and attend all preliminary investigations meetings and reports, including pre-app meetings with municipalities, environmental studies, site walks, initial building plans with architects, servicing reports with engineer etc.
- Proactively keep management up-to-date with potential opportunities and status updates of negotiations
- Maintain intimate knowledge of land values and general real estate values to ensure prices offered and paid contribute to acceptable profitability proformas
- Represent the company at various levels of government with respect to evolving policies that affect our business

The Director of Real Estate and Acquisitions we seek will have the following:

- Commitment to our organization's progressive culture, including our company Core Values and Leadership Drivers
- Bachelor's degree or higher, preferably in Finance, Business Administration, Commerce, Commercial Real Estate, Urban Land Economics, Engineering, or Planning
- 10 to 15 years' experience and a successful background in identifying, evaluating, and assessing potential real estate acquisition
- Strong negotiation, selling, and real estate underwriting exposure and knowledge
- Financially savvy with strong real estate, business development and networking experience
- Strong interpersonal and communication skills (both written and verbal)
- Ability to understand key variables in modelling real estate acquisition and development proforma and other tools for strategic decision making
- Exceptional organizational, analytical and time management (sense of urgency) skills
- Excellent problem solving and creative skills, and the ability to exercise sound judgment to make decisions based on accurate and timely information and analysis
- High level of integrity and dependability
- Experience in various computer software packages, ie: Word, Excel, MS Project, Real Estate modeling software
- Class G driver's license and clean drivers abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to [hrinfo@heritagehomes.com](mailto:hrinfo@heritagehomes.com), specifying the title of the position. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

