

**We're Hiring!**



## **DIRECTOR - NEW HOUSING AND PROPERTY MANAGEMENT**

<b>Posting Requisition</b>	<i>A22036</i>	<b>Program</b>	<i>Facilities</i>
<b>Job Type</b>	<i>Regular, Full-time</i>	<b>Location</b>	<i>Surrey, BC</i>
<b>Hours of work</b>	<i>35 hours per week</i>	<b>Closing Date</b>	<i>Open Until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

The Director of New Housing and Property Management is responsible for the effective strategic and operational performance of the Society's property asset portfolio. The position will lead the strategic development of the portfolio, working with internal leaders and external partners to realize opportunities for new property development, and/or the amalgamation/management of existing housing stock.

### **ACCOUNTABILITIES**

- Develops and implements a real estate strategy to leverage current assets in order to expand the organization's reach and capacity.
- Oversees the planning, delivery, evaluation of housekeeping, preventative maintenance, and capital replacement programs at all sites.
- Working with Service Managers and Directors to ensure facilities management and tenant support services are aligned and working in unison.
- Co-ordinates the development and implementation of an organizational energy management and sustainability strategy.
- Co-ordinates planning with internal leaders and external partners (government, private developers, community groups, etc.) in seeking opportunities and developing business cases for new property development opportunities that meet the strategic goals of the organization.
- Oversees the negotiation, monitoring and renewal of any commercial leases entered into by the Society (as either landlord or tenant).
- Provides guidance, coaching, and input to direct reports on management models, methods and practices, and on structures and processes that facilitate successful leadership.
- Ensures the development and implementation of operational and Annual Business Plans for facilities and property services that are consistent with the Society's overall strategic plan, and support the goals of program service plans.
- Liaises and maintains positive collaborations with equivalent operations, asset management, and/or development departments of partner organizations (BC Housing, Fraser Health Authority, City of Surrey, etc.).

### **QUALIFICATIONS**

**Education, Training, and Experience:**

*We are an equal opportunity employer committed to hiring a diverse workforce*

Posted: 22-Mar-30

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- Master's degree in Urban Planning or a related field (Urban Land Economics, Real Estate Appraisal, Business Administration, Construction Management, Architecture) and a minimum of 7 years' experience in real estate portfolio management.

OR

- Bachelor's degree in Urban Planning or a related field and a minimum of 10 years' experience in real estate portfolio management.
- Property Management Professional (PMP) designation an asset.
- Experience working in social housing/healthcare facilities and with government agencies as funding partners an asset.
- Experience in property development and/or construction services an asset.

#### **Skills and Abilities:**

- Demonstrated skills in project and financial management, with proven organizational abilities to analyse and synthesize complex data sets, and to plan, estimate, schedule and complete projects on time and within budget.
- Demonstrated ability to lead and build effective teams and a sense of community.
- Knowledge and understanding of the requirements of facilities management in a social housing and/or healthcare environment. A commitment to developing solutions and strategies that integrate facilities and development needs with those of target tenant group needs.
- Working knowledge of facilities and capital management software and database applications.
- Knowledge of facilities/property-related federal, provincial and local regulations, codes and legislation.
- Demonstrated ability to align facilities, property and real estate operations, and planning with the larger strategic goals of the organization.
- Exceptional interpersonal, communication and leadership skills with the demonstrated ability to work effectively with a range of staff, service users, and leaders at all levels within, and external to a large, multi-site organization.
- Demonstrated ability to balance multiple, competing demands within resource and time constraints.

#### **SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

**PLEASE APPLY TO:** Ravneet Gill, HR Advisor  
Options Community Services Society  
Email: [recruitment@options.bc.ca](mailto:recruitment@options.bc.ca)

**Please include a cover letter clearly indicating the posting number [posting #22036] and outlining your qualifications and related experience for the position.**