



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 30 years in 2018

Title: Managing Director, Real Estate Investments

Location: Toronto, ON

Reports to: Executive Management

Job Type: Permanent, full-time

Who we are

For over 30 years, an entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on debt and equity, in the areas of mortgage banking, real estate investments and special situation investments, in the private and public markets. Please visit our website at www.firmcapital.com for further information.

Position

Firm Capital is looking for a Managing Director, Real Estate Investments. You will oversee the real estate asset management and acquisitions for Firm Capital and/or its related and/or affiliated entities. More specifically, you will originate real estate acquisitions and equity investments.

Primary Role

- Head up property acquisitions, dispositions and debt financings; including origination of off market transactions and networking with the brokerage community on property acquisitions available in the market place;
- Head up mortgage financing placements; and
- Work with asset management team to ensure acquisition assumptions are met.

Support Role

- Prepare a variety of highly confidential, specialized, and recurrent reports, board packages, presentations, briefing materials and other communications for internal and external use;
- Attend meetings in person with senior management and the Board of Directors' as needed;
- Assist in investor relations matters involving the portfolio;

- Prepare financial analysis to assist management in various real estate asset management decisions and strategies;
- Monitor market leasing and investment activity;
- Assist in the preparation of annual property business plans, including operating, capital, and leasing budgets;
- Assist in the disposition of investments and reallocation of capital as required; and
- Perform other duties as assigned.

What you need to succeed

- 2+ years of asset management and acquisition experience or relevant work experience in real estate or finance;
- Undergraduate or College degree in Business Administration, Finance, Commerce or Real Estate;
- Strong understanding of the real estate market and ability to analyze complex acquisition opportunities;
- Excellent relationship building and salesperson skills;
- Ability to understand and navigate complex financial documents with strong analytical/mathematical skills;
- Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook);
- A results driven self-starter with the ability to work independently under minimal supervision and as part of a large team;
- Ability to take ownership of tasks by working independently, proactively and achieving financial targets;
- Demonstrated ability to prioritize activities and meet deadlines in a fast-paced, entrepreneurial environment;
- Strong leadership and interpersonal skills;
- Strong verbal and written communication skills;
- Must be fluent in English (written and oral); and
- A positive and professional attitude.

What we offer you

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

How to apply

Please forward your resume and cover letter via email to scraymer@firmcapital.com and reference the position you are applying to in the subject line. **Please list all professional licensing in your cover letter or resume.** Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.