



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments

Title: Marketing and Graphic Design
Coordinator

Location: Toronto, ON

Job Type: Permanent, full-time

Reports to: Executive Management Team

Who we are

The Firm Capital Organization ("Firm Capital"), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital's main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital America Realty Partners Corp. (TSXV: FCA/FCA.U). Please visit our website at www.firmcapital.com for additional details.

What you need to succeed

- University degree or college diploma in graphic design, illustration, marketing, advertising;
- Over five years of professional experience as a graphic designer or web designer; and/or marketing or advertising role in progressively senior positions, preferably work experience in the mortgage lending business, the property asset management business or the real estate brokerage services business;
- Strong organizational skills;
- Excellent time management skills;
- Demonstrated ability to prioritize activities, develop plans and meet deadlines in a fast-paced, entrepreneurial environment;
- Strong verbal and written communication skills;
- Must be fluent in English (written and oral);
- Strong problem-solving skills with excellent attention to detail;

- A results driven self-starter with the ability to work independently under minimal supervision and as part of a large team;
- Proficient in Adobe Creative Cloud: Photoshop, Illustrator, InDesign, Acrobat;
- Proficient in Print and Digital Ads, Property Ads through various avenues including Linked In and Instagram;
- Knowledge of HTML, CSS & Wordpress is a must.

Your new role

- Planning, development and implementation of marketing strategies, tactics and communications;
- Marketing and advertising management (Print and Digital Ads, Property Ads through various avenues);
- Booking and negotiating contracts for advertising, along with managing the advertising and promotion budget;
- Email marketing and database management;
- Promotional material (flyers, client packages, deal books, leasing flyers, newsletters);
- Site signage and photography;
- Purchasing corporate promotional items;
- Implementation of website design and updates;
- Promotional print material and corporate printing (company letterhead, envelopes, labels, business cards, miscellaneous items, etc.);
- Managing tradeshow, industry events, corporate event planning, presentations;
- Company charitable donations and sponsorships;
- Holiday gifts for clients and tenants;
- Assist in investor relation matters;
- Annual meeting preparations for the public companies;
- Developing social media following;
- Managing and creating online content for company websites and social media;
- Perform other duties as required.

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 reference the position you are applying to careers@firmcapital.com Visit our website at www.firmcapital.com for further company details. Please include your salary expectations and availability in your cover letter. If possible, please also attach a portfolio of your marketing/graphic design work. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.