



# Director of Property Resources (Strategic Asset Management)

## The Opportunity

The Anglican Diocese of Toronto is looking for an experienced Director of Property Resources. This role is ideal for someone with 10+ years of progressive experience who would like to be part of the core leadership team and contribute to the strategic development of our extensive physical assets. The Diocese of Toronto is blessed with significant real property resources worth hundreds of millions of dollars. The Director will help to ensure that these resources are managed in a way that aligns with our Diocesan vision and mission, supporting vibrant sustainable ministry.

This is a role that requires strong collaboration and relationship building. This is an opportunity to work with dedicated clergy and volunteers to understand and enhance the community impact of our properties today and for the future. You will combine your experience managing multiple properties and in developing creative uses for property. The Director will create a strategic vision for the medium and long term development of the Diocese's properties. An understanding of the culture, governance and structure of the Anglican Church would be highly beneficial for this role.

## Staff Benefits

- The opportunity to work with both a small staff team (35 in the head office), work closely with the senior leaders of the parishes, and with 100s of dedicated volunteers who are passionate about the work of the organization.
- 5 weeks annual vacation; summer hours; and additional paid holidays.
- Paid sick days.
- Access to an Employee Assistance Program
- Opportunity to participate in:
  - Excellent pension benefits: multi-employer, defined benefit plan (5% contribution from employee and 12.5% contribution from the employer).
  - Continuing Education Plan
  - Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.
  - Short term disability: eligible after 3 months of employment for 100% salary continuation for up to 119 days. Long term disability after 119 days.
  - Pregnancy and Parental Leave top-up program.
  - Upon retirement, a retirement allowance and post-retirement group benefits.

## Major Responsibilities:

- Develop and execute an organization wide asset management strategy and capital needs plan with a long-term perspective.
- Build and foster strong working relationships and collaborative arrangements with Diocesan staff and volunteers, parish, clergy, other stakeholders and government agencies to understand and anticipate their needs; make plans in line with the Diocese's Strategic Plan; and promote, develop and integrate the Asset Management Plan.
- Provide subject matter expertise to senior management and parishes across the Diocese. Educate and assist parishes and clergy regarding their legal and canonical obligations.

- Define facilities systems asset condition assessment methodology and identify asset criteria for facility condition assessments based on industry standards and latest trends. Prepare detailed asset management reports. Oversee the building inspection policy and process.
- Pursue possible streams of revenues and sources of funding for management of various properties.
- Oversee the development, implementation and management of Computerized Asset Management Database (CAMS), or similar.
- Liaise between insurance broker and parish leadership on liability issues and claims.
- Oversee property and land sales, purchases, leases and licenses and ensure good business practices are followed for building construction programs. Evaluate risks and negotiate agreements/ contracts.
- Develop, recommend, implement, and maintain effective property strategies and policies for the Diocese.
- Oversee the Property Management for the Synod Office including building services and maintenance contracts. Coordinate repairs, renovations, and upgrades.
- Ensure compliance and filing as per provincial, federal and municipal regulations, and legal agreements.
- Develop and manage Property Resources budget.
- Supervise the Property Resources Assistant and work closely with a team of volunteers to focus on providing high levels of service to parishes and Diocesan staff and volunteers. Work closely and collaboratively with the Property Committee.

#### **Values, Skills and Experience for this position**

- Our values are Faith, Compassion, Collaboration, Accountability, and Boldness. Candidates need to demonstrate their ability to infuse these values in their work.
- Education and Professional designations: Post-secondary degree in Engineering, Business or related field. A relevant professional designation, i.e. Professional Engineer (P. Eng.), Building Owners and Managers Association (BOMA), International Facilities and Managers Association (IFMA), or Facilities Management.
- 10 years of progressive work experience in a combination of asset management portfolios, investment/divestment, property evaluation and property management.
- Experience with safety standards, building codes and related legislation.
- Extensive experience managing multi-site physical assets through the entire lifecycle. Assessing and providing advice on asset value, evaluating future needs and recommending divestment and investment strategies on assets.
- Broad experience in asset/acquisition development underwriting, portfolio management and institutional level reporting.
- Knowledge of asset management practices and procedures and their application to non-profit or public sector organizations; and of all relevant codes and regulations that govern facility operations and computerized maintenance management systems.
- Thorough knowledge of project management principles and life cycle. Ability to build and lead project teams to successful completion of project goals.
- Ability to present data, reports and presentations to senior management, and other stakeholders.
- Negotiation skills to negotiate with key stakeholders, vendors and consultants to ensure optimal resources are in place to meet project and operational deliverables.
- Strong leadership and interpersonal skills as well as the ability to think strategically. Strong critical thinking acumen. Analytical skills for complex problem solving.
- Strong ability to manage many and varied tasks and ability to prioritize complex tasks with critical deadlines.
- Excellent collaborative and interpersonal skills with the ability to work in a team and build relationships.

- Can demonstrate a high level of accountability, adaptability, flexibility, innovation and commitment to best practices.
- Excellent communication skills both verbal and written.
- Excellent organizational skills, attention to detail, and the ability to take initiative and work independently.
- Thorough knowledge of Municipal, Regional, Provincial and Federal governments and applicable Legislation is an asset.
- Knowledge or a willingness to become familiar with the governance structures, functions, and values of the Diocese, the Anglican Church of Canada, and with the Diocesan Constitution and Canons.

### **About the Anglican Diocese of Toronto**

The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. With 200 congregations, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

The Diocese is episcopally led by the Bishop of Toronto and two Suffragan Bishops. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to [www.toronto.anglican.ca](http://www.toronto.anglican.ca).

### **Application**

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese.

We welcome applications from all qualified persons. To apply for this position, forward your application to:

Human Resources  
Anglican Diocese of Toronto  
135 Adelaide Street E, Toronto, ON M5C 1L8  
Email: [hr@toronto.anglican.ca](mailto:hr@toronto.anglican.ca)

Please indicate “Director of Property Resources” in your application. We thank all applicants, however, only those selected for an interview will be contacted.