



# Director, Asset Management (Retail) - Toronto

Reporting directly to the Vice President of Retail Asset Management, this role focuses on asset management of the current portfolio, establishing and maintaining key relationships and driving new business, and providing essential support to the Real Estate Management (REM) team. A key aspect of this position involves leveraging deep retail market knowledge and network to execute effectively on strategic growth initiatives.

## Your Responsibilities:

### **Current Retail Asset Management Portfolio:**

- Proactively manage leasing, capital, and operational initiatives to implement asset plans and strategies effectively.
- Contribute to leasing strategy, oversee leasing performance and approve retail leasing activities and lease deals across the portfolio.
- Liaise and collaborate with partners and owners to ensure alignment on objectives and towards maximizing value and returns.
- Conduct rigorous reviews of ongoing retail leasing strategies, merchandising plans, and the annual budgets with operating partners and clients.
- Participate in regular retail update calls with client(s) to discuss leasing activities and asset management initiatives.
- Ensure comprehensive understanding and compliance with all obligations in key lease agreements.
- Drive revenue growth and asset value by analyzing key leasing transactions, assessing at-risk tenancies and assessing capital investments.
- Provide detailed analysis and communicate revenue and leasing variances through monthly and quarterly reporting to key stakeholders.
- Prepare annual budget and organize, review, and analyze property valuations.
- Proactively identify and capitalize on revenue-generating opportunities.

### **Retail Advisory Services / Business Development:**

- Collaborate with the acquisitions group to explore retail development, value-add initiatives, and investment opportunities aligned with merchandising and value creation strategies.
- Contribute to efforts to expand asset management and property management mandates. Assist in establishing a cross-functional retail operating team (AM and REM) dedicated to managing, leasing, and redeveloping retail centers.
- Maintain strong relationships with retail leasing brokers to enhance Epic's visibility and influence in the retail community.
- Stay informed about market trends, transaction activities, and emerging technologies in the retail sector.
- Monitor major national tenancies and track new developments to capitalize on market opportunities.



- Keep abreast of real estate investment trends, legislation, and standards, presenting strategic opportunities to enhance Epic's service offerings.
- Foster collaborative relationships with internal teams, clients, operating partners, third-party providers, and industry networks.
- Promote Epic's presence and reputation in the real estate industry through active participation in industry-related organizations.

#### **REM Portfolio:**

- Work with the Real Estate Management team in reviewing, negotiating, and executing retail leasing strategies within the managed commercial portfolio.
- Proactively address major vacancies and upcoming lease expirations to optimize occupancy and revenue streams.

#### **Requirements:**

- 5-7 years of extensive experience in retail asset management, retail leasing, encompassing open air and large format centers, and enclosed malls.
- Demonstrated substantial network of tenants and industry contacts.
- Proven strategic thinking in redevelopment initiatives and property re-positionings
- Strong presentation skills for engaging with prospective tenants and clients.
- Exceptional negotiation skills combined with clear and persuasive oral and written communication abilities
- Proficiency in financial analysis, budgeting, valuation, and use of computer software essential for the role.
- Effective time management skills enabling management of multiple projects in a fast-paced environment.
- Bachelor's degree in business is preferred.
- Interpersonal skills to collaborate effectively within a team-oriented environment.

#### **About Epic Investment Services**

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.



## How to Apply:

Qualified applicants may e-mail their cover letter and current resume to [careers@epicis.com](mailto:careers@epicis.com) indicating “**Director, Asset Management (Retail) – Toronto**” in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact [akumbaro@epicis.com](mailto:akumbaro@epicis.com) for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or Agencies please.

Visit our website at [www.epicinvestmentservices.com](http://www.epicinvestmentservices.com) for further company details.