Director, Asset Management (Retail) - Toronto

About Epic Investment Services

At Epic Investment Services, we're shaping meaningful careers in real estate by creating opportunities for growth, innovation, and development. Our EPIC values - Execute, Partner, Initiate, Challenge - guide how we collaborate, innovate, and support each other and our clients. Through our "Always On" promise, we think like owners, act with accountability, and care deeply about the communities we serve.

When you join Epic, you're empowered to do the best work of your career in a culture that truly invests in you. We lead with a people-first mindset: one that celebrates wins, supports growth, and encourages every team member to bring their full potential to the table. Recognized as a Certified Great Place to Work® for two consecutive years, we're cultivating an environment where excellence is supported and contributions are valued. We take a home-grown approach to career development, investing in our people through comprehensive benefits, continuous learning, and opportunities that open doors to new responsibilities and leadership paths.

Epic is a fully integrated real estate management platform, where we deliver asset, investment, and property management services to institutional investors, wealth managers, and high-net-worth clients across North America. Headquartered in Toronto, Epic manages over $14 billion in assets across Canada and the U.S., encompassing more than 26 million square feet of office, retail, industrial, and multi-family residential properties. As we continue to grow, so do the opportunities for our people—come build what's next with Epic.

About the Role

Reporting directly to the Vice President of 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.

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+ 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 commercial judgement and ability to independently assess complex issues, formulate recommendations and communicate decisions to senior clients and internal stakeholders.
- 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, , cash-flow analysis, recoveries assessments, capital analysis, investment-return metrics, budgeting, valuation, and lease negotiation.
- 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.

Expected Compensation Range:

The expected annual base salary range for this position is $150,000 – $190,000 CAD. The actual salary offered will depend on a variety of factors, including the candidate's experience, education, skills, and market conditions, while ensuring internal equity. In addition to base salary, Epic offers a competitive total rewards package that may include discretionary performance-based incentives, comprehensive extended group benefits, retirement savings programs, and paid time off.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to 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 accessibility.request@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 for further company details