



NATIONAL ADVOCACY.  
COMMUNITY ACTION.



## JOB POSTING

### DIRECTOR OF PROPERTY SERVICES AND ASSET MANAGEMENT

**Employment Type:** Full-Time, Permanent  
**Work Hours:** 35 hours per week  
(Per Management Hours of Work Policy)  
**Salary:** \$86,365 - \$101,194 annually (M11)  
plus comprehensive benefits package  
**Location:** Head Office - 87 Elm Street, Toronto  
(Hybrid work option possible)  
**Application Deadline:** Monday, June 12, 2023



#### JOIN OUR TEAM

*Are you passionate about increasing safe affordable housing options for women, gender diverse people and families? Are you looking to work for an organization that aligns with your values where you can make a difference?*



If so, consider joining our team as our Director of Property Services and Asset Management where you will oversee responsibility for the property services management of all YWCA Toronto owned, leased and operated sites and real estate development which includes current projects under development and new opportunities to expand the YWCA's property portfolio.



YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as trans, intersex, non-binary, agender, and/or Two-Spirit.

We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

#### ABOUT YWCA TORONTO

YWCA Toronto is dedicated to improving the lives of women, girls and gender diverse people. Our programs promote equality, economic security and lives free from violence. We help women, youth and gender diverse people flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also engage in systemic advocacy.



## RESPONSIBILITIES

- As a member of the senior management team, the Director of Property Services and Asset Management assists in setting the operational vision and planning of YWCA Toronto in the context of the Association's Mission Statement;
- Directs a team of Facilities Managers overseeing a portfolio of supported multi-story non-profit residential buildings and shelter housing;
- Ensures the development, management and evaluation of all YWCA sites including: security, safety, mechanical and electrical systems, cleaning, maintenance, landscaping and fire safety procedures;
- Actively seeks opportunities to expand the relevant YWCA property portfolio;
- Actively seeks and submits grants to governmental and non-governmental funding sources in the development of new opportunities and the improvement of current facilities;
- Develops and implements a five-year capital plan for all Association owned or leased property;
- Ensures efficient communication between the Department and other program stakeholders to ensure internal co-operation and a creative exchange of expertise and resources in the area of property management and maintenance;
- Participates in the property services on-call rotation.

**Please note:** A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit.

**Vaccination Policy:** In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees, students and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by Toronto Public Health.

## HOW TO APPLY

Please submit your cover letter and résumé as a single document to Heather McGregor, Chief Executive Officer [McGregor@ywcatoronto.org](mailto:McGregor@ywcatoronto.org).

**Please indicate on your cover letter and email subject line if you are an internal candidate.**

For internal applicants, this position is not secondable.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

**Posting Date:** May 26, 2023

## QUALIFICATIONS

- Advanced knowledge of the concepts and theories of property development normally acquired through the completion of a Masters' Degree in Building Sciences, Urban Planning, Engineering or equivalency in the area of property and real estate development or a related field; or combination of education, training and experience;
- A Minimum of 10 years related facilities management and/or operations experience in the not-for-profit sector at a senior management level;
- Advanced technical knowledge in mechanical, electrical systems, controls and equipment;
- RPA and/or FMA Designation is an asset;
- Advanced technical knowledge of building management systems, and life-safety systems, procedures and practices is essential;
- Demonstrated experience developing and implementing preventative maintenance and capital reserve plans, required;
- Thorough understanding of the financial mechanisms available to develop non-profit housing including knowledge of government housing programs and related legislation;
- Demonstrated supervisory experience in a multicultural, unionized environment. Knowledge of another culture/ or a second language would be an asset;
- Alignment with YWCA Toronto's mission, vision and values including an understanding of and commitment to intersectional feminism;
- Knowledge and competency in working with diverse groups from an anti-oppressive and trauma-informed framework;
- Advanced ability to research and analyze complex concepts; ability to think, strategically, to plan, organize and execute effectively.