



## **Internal/External Job Posting Regular Full Time Non-Union Position Manager of Property**

### **Who we are**

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

### **Who you are**

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

### **Why work for us**

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve. Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. Our employees also benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

### **Overview of the Opportunity**

Reporting to the Chief Administrative Officer, the Manager of Property is responsible for overseeing and guiding management activities across all Grand River Conservation Authority landholdings outside active Conservation Areas. This includes supervising and coordinating the activities of the team, managing the acquisition/disposition processes for land holdings, administration of leases, licenses and management agreements, on Authority-owned properties.

### **What You'll Do**

- Responsible for overseeing property management and activities on the Authority's land holdings of nearly 50,000 acres.
- Responsible for acquisition of environmentally significant properties and disposition of surplus properties, including making applicable municipal application(s) necessary for disposition - ensuring regular communication with municipal and provincial offices/staff regarding acquisitions, dispositions and Minister's Approvals, etc.

- Responsible for the administration of leases, licenses and management agreements with residential, commercial and municipal/government tenants.
- Prepare short and long term work plans, management plans and set priorities, goals and strategies to guide the management of lands that align with the strategic objectives of the GRCA.
- Provide guidance, direction, mentorship and support to the Property team staff to ensure the goals and objectives of the GRCA are being met.
- Prepare and present reports to the General Membership with respect to the Property team programs and operations.
- Oversee the development of Property management policies, standard operating procedures and customer service standards.
- Establish strong working relationships and open collaboration with other divisions, departments, and teams within the GRCA.
- Develop and maintain professional relationships with key staff in municipal and provincial government, associations, service clubs and special interest groups. Develop partnerships and other relationships which will provide benefits to the GRCA and will enhance the public's understanding of GRCA's roles and responsibilities within the watershed.
- Coordinate legal aspects of property management with outside solicitors, consultants
- Promote a health and safety culture within the Property team by ensuring compliance with the Occupational Health and Safety Act, other applicable legislation, regulations, and GRCA policies and procedures.

#### **Technical Accountabilities/Requirements:**

- Minimum of 10 years of supervisory experience. Management experience in a planning/real estate environment is considered an asset.
- Demonstrated experience in financial analysis and the preparation and administration of budgets.
- Knowledge of relevant legislation including, but not limited to, the Conservation Authorities Act, the Occupational Health and Safety Act, Provincial Offences Act, Assessments Act, Expropriation Act, Residential and Commercial Tenancies Acts and other applicable legislation.
- Experience in developing and administering commercial and residential leases, agreements, licenses, etc.
- Experience in negotiating real estate transactions and dealing with other professionals in the legal and development industry.

#### **Educational Requirements:**

- University degree with a major in Public Administration, Planning, Business Administration, or related discipline.

#### **Experience Requirements:**

- Strong verbal communication skills with the demonstrated ability to effectively present information to boards, councils or committees and to interact with the general public.
- Excellent written communication skills with demonstrated ability to prepare correspondence, technical reports, financial analyses, board reports, and other documents. Experience with proposal writing, policy development and contract administration.
- Provincial Offences Act Designation (or the ability to obtain)
- Proficient computer skills including, but not limited to, word processing, spreadsheets and PowerPoint.
- Valid driver's license and the ability to travel throughout the watershed.

## **Competencies and Abilities:**

**Professional Judgement** - demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the needs and desires of both internal and external stakeholders, when dealing with complex property management files- such as land disposition and development/implementation of land management plans.

**Integrity/Ethics** - the willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, stakeholders and special interest groups.

**Goal /Action Oriented** - Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self- motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

**Team Work** - Interacts with people effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non- verbal signals to enhance understanding. Demonstrated ability to build partnerships and alliances with peers, business communities, partners and staff. Exceptional internal communications skills are needed for staff relations, working with park operations team, inter-departmentally with respect to operations and to provide support to other programs within GRCA.

**Customer Focus** - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with property tenants, municipal partners, special interest groups, etc.

## **Compensation and Benefits**

- Annual salary range is \$115,982 to \$141,110
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

To Apply: Please send a resume and covering letter to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format. Please state "Manager of Property" in the subject line.

Deadline for Applications: 4:00pm May 14, 2026

Approximate Start Date: June 2026

This job posting is for an existing vacancy

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Director of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761