



**Real Property Association of Canada**

## About REALPAC

REALPAC's purpose is to connect commercial real estate leaders to solve the industry's most challenging issues.

Our vision is to be recognized as the most trusted and most impactful platform for commercial real estate leaders in the industry.

Our 130+ members include publicly traded real estate companies, real estate investment trusts (REITs), pension funds, private companies, fund managers, asset managers, developers, government real estate agencies, lenders, banks, life insurance companies, investment dealers, brokerages, consultants/data providers, large general contractors and international members. Our members represent all asset classes in Canada – office, retail, industrial, apartment, hotel, and seniors residential – from coast, to coast, to coast. Visit us at [realpac.ca](http://realpac.ca)

REALPAC, at its core, is the senior-most advocate for the Canadian commercial and investment real estate industry. This means that the Association has a key advocacy role to play in a multitude of public policy topics which have a direct and indirect impact on the vitality of the industry itself, including balanced taxation and financial policy, healthy capital market and regulatory environments, fair housing policy, effective land use planning policy, energy and environmental

## Vice President Government Relations and Policy

sustainability policy. Our staff lead and manage the public affairs in the interest of and on behalf of members. We provide research-based policy solutions and take a comparative approach, investigating policy best practices and strategies from various jurisdictions and markets.

That's where you come in.

You will lead our government relations activities alongside our CEO and will act as a valued policy advisor to REALPAC member companies and government at the national, provincial and local level of Canada's largest cities.

This is a full-time, permanent position reporting to the CEO.

Using your keen interest in politics, public policy and your understanding of the commercial real estate industry, your mission will be to influence public policy, to educate government and the public about the impact of the commercial real estate industry on the economy, and to ensure stable and beneficial real estate capital and property markets in Canada by advancing win-win policy initiatives with government partners.

You will use your tact and diplomacy to represent our members carefully, thoughtfully, and always with due regard to the need to earn and maintain the respect of those we may be communicating with and the wider community.

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115 George Street, Unit 601, Oakville, ON L6J 0A2 • Attn: Jack Shand, FCMC, CAE, Executive Partner  
Tel: (905) 274-7438 • Email: [realpacgr@portagegroup.com](mailto:realpacgr@portagegroup.com)

We thank all applicants for their interest in REALPAC. Those selected for an interview will be contacted.  
For more information about REALPAC, please visit [realpac.ca](http://realpac.ca)

For more information about The Portage Group Inc., please visit [www.portagegroup.com](http://www.portagegroup.com)

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## Your Responsibilities

- Build and maintain relationships with REALPAC Executive Members and other relevant members' staff to identify important issues across asset classes, geographies, member types, and government levels, and revisit on a regular basis.
- Build, expand and maintain relationships with government officials at all levels.
- Develop and implement a government relations strategy that aligns with REALPAC's objectives, including annual submissions and outreach to members and stakeholders.
- Identify and develop policy positions relevant to the commercial real estate industry in collaboration with the CEO and team members.
- Monitor political/policy risks and opportunities and communicate detailed policy positions to members and stakeholders through reports, presentations, and meetings.
- Research relevant legislation and policy documents prepared by the government to identify potential impacts on the industry.
- Prepare briefings on new legislation and regulations impacting commercial real estate.
- Write policy papers and submissions for government audiences.
- Advise the CEO on government relations issues and strategies, providing frequent updates via weekly meetings and communications.
- Manage the Manager of Government Relations, Policy & Research, and oversee the student internship program (where applicable).
- Ensure that lobby registration records are maintained and ensure legal compliance.
- Lead or participate in coalition advocacy with ally associations.
- Act as a REALPAC spokesperson with the media.
- Collaborate with the Marcomms team to ensure cohesive policy positions and messaging.
- Assist with various tasks, projects, and events unrelated to government relations, responding to members, stakeholders, and co-workers positively and respectfully.

## Qualifications

- Post-secondary degree, preferably in political science, law, business, or real estate.
- 7 - 10 years of relevant experience in an association.
- Proactive, self-directed leader with strategic and analytical skills.
- Ability to proactively seek out, identify, and research important policy issues.
- Strong understanding of the legislative and regulatory process.
- Proven ability to influence policy decisions.
- Experience in government relations (agency, association, or consulting) is a plus.
- Knowledge of public policy at federal, provincial, and municipal levels.
- Familiarity with the Canadian commercial real estate sector is beneficial.
- Excellent research, writing, analytical, and project management skills.

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- Effective verbal and written communication skills.
- Strong presentation skills, including confidence in public speaking, engaging at networking events, and political/media savvy.
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint) and ability to learn association management apps (Slack, Wicket, Calendly, etc.).
- Ability and willingness to travel as needed.

## Benefits

- Comprehensive salary structure.
- Comprehensive health benefits.
- Matching RRSP contribution plan.
- Paid vacation.
- Hybrid remote structure (at this time, subject to change) with weekly in-person attendance required at a downtown Toronto office.

The compensation range is consistent and competitive with comparable positions and within leading national industry associations. It will be helpful for candidates to include a statement of salary aims in their application. Thank you.

## Application Process

The Portage Group is conducting the search for REALPAC. For more information about the role, or to submit an application, please contact:

### The Portage Group

**Attn: Jack Shand, FCMC, Executive Partner**

**Email: [realpacgr@portagegroup.com](mailto:realpacgr@portagegroup.com)**

(questions also welcome via the email address)

All queries will be handled in utmost confidence.

Candidates are asked to include a résumé and a cover letter addressing fit to the role. Candidates selected for interview will be contacted.

The search for the Vice President, Government Relations & Policy will occur in the late summer/early fall of 2024 or until the role is filled. Candidates selected for interview may expect to meet with The Portage Group starting in September. The President and CEO of REALPAC will select finalist candidates and interview them, likely by late September.

The dates and timelines are subject to change. Early applications are encouraged.

REALPAC is committed to building an organization that represents a variety of identities, backgrounds, perspectives and abilities. We encourage people from underrepresented groups to apply.

For more information about REALPAC, please visit [realpac.ca](http://realpac.ca)

The Portage Group is a national management consultancy specializing in the needs of not-for-profit organizations, focusing in these main areas: executive search, research, strategy, organizational assessment and improvement.



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