



Director, Governance & Corporate Secretary

CONCERT PROPERTIES

Vancouver, BC

If you are looking to elevate your career as a high-impact governance leader within a complex, multi-entity organization that values integrity and long-term stewardship, this is your next move. Reporting to the Managing Director & Chief Financial Officer, the Director, Governance & Corporate Secretary serves as a senior advisor to our Boards and executive leadership. This role is critical in ensuring best-in-class corporate governance and transparency for a Canadian pension-backed private company.

Key Responsibilities

- Act as the primary liaison for three distinct Boards - Concert Real Estate Corporation (CREC), Concert Income Properties (CIP), and Concert Infrastructure (CIF).
- Act as the primary liaison for three distinct Boards, managing a substantial and diverse workload across the organization. Serve as a direct advisor to the Chair and Directors on conflicts of interest, independence considerations, and Board procedures.
- Provide ongoing education and situational guidance to Directors, ensuring they clearly understand their specific roles and fiduciary duties across various boards and committees.
- Lead the planning and execution of all Board and Committee meetings, while overseeing Director onboarding, orientation, and succession planning in consultation with the Chair.
- Maintain and evolve the Company's governance framework, including articles, and bylaws, ensuring structures reflect institutional ownership and ESG expectations.

Qualifications

- 10+ years in corporate governance, legal, or secretariat roles within Canada.
- Deep knowledge of Canadian corporate law and experience supporting Boards in large, complex organizations.
- LLB/JD or paralegal background is strongly preferred; governance designations are an asset.
- A credible, composed professional who is politically astute, discreet, and highly collaborative.

The targeted salary range for this position is \$180,000 - \$200,000 annually, supplemented by a competitive total rewards package.

If this is the next step in your professional career, please visit our website and submit your application to **SHELINA ESMail** and **MAGGIE OW** at www.pfmsearch.com.

Concert Properties is a people-first real estate corporation owned by 49 union and management pension plans and institutional investors. With over \$6.6 billion in assets, we develop, acquire, and manage rental apartments, condominiums, and industrial and office properties across Canada. We are seeking a sophisticated governance leader to join our executive team in Vancouver.

CONCERT® PROPERTIES



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EXECUTIVE SEARCH

PFM Executive Search

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