



# Director - Head of Investor

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## FULL TIME

### About Making Moves

Making Moves is a London-based commercial office consultancy that does things differently. We specialise in advising forward-thinking businesses on office strategies across the entire London market.

Navigating London's property market can be overwhelming, but our expert team makes the process seamless, allowing clients to focus on their business. Whether it's finding a new office, renewing a lease, or managing an exit, we offer all services under one roof.

Historically, Making Moves has been an 'Occupier Only' consultancy, however, our Technical team have developed an exciting new 'Investor' service line to support Landlords with delivering Cat A+/Fitted office space and undertaking more comprehensive building refurbishments/redevelopments to reposition tired assets in line with current best in class occupier demand.

We're not your ordinary commercial property company, and we seek extraordinary

people. If you're a positive, innovative thinker ready to make an impact, we want to hear from you.

### **The mission for this role...**

**The mission for this role is to** lead the delivery and growth of our investor service line. This is a senior leadership role, reporting directly into the executive team. You'll oversee complex building refurbishments, Cat A+ and fitted solutions, and full repositioning projects from concept through to completion. As part of the senior team, you'll play a pivotal role in shaping our proposition, strengthening client relationships, and establishing Making Moves as a go-to consultancy for investor-led asset transformation.

### **Your focus will be...**

#### **Strategic Leadership**

- Define and drive the growth strategy for the investor service line in collaboration with the senior leadership team.
- Build and lead a high-performing team of project managers.
- Take ownership of the service line's commercial performance, including P&L, pipeline, and delivery.
- Develop internal processes, tools, and reporting structures to ensure consistency, quality, and scalability.

#### **Project Delivery**

- Oversee the end-to-end delivery of investor-side fit outs, refurbishments, and repositioning projects across London and the UK.
- Ensure projects are delivered on time, within budget, and to the highest quality standards.
- Manage key stakeholder relationships including landlords, developers, consultants, and contractors.

#### **Client Advisory & Business Development**

- Leverage existing relationships and industry knowledge to identify new business opportunities and partnerships with landlords, asset managers, and investors.
- Pitch Making Moves' investor services offering and lead on winning major instructions.
- Represent Making Moves at industry events and thought leadership platforms.

### **We'd love to hear from you if...**

- You have 10+ years of experience in project management, ideally across both occupier and landlord-side roles.
- You have experience working with landlords, asset managers, and developers.
- You are excited at the prospect of shaping and growing a new service line.
- You have experience managing client relationships and delivering results in client-facing roles.
- You have the ability to translate strategic objectives into actionable project plans.
- You are a proactive leader, capable of taking ownership of projects and ensuring high standards are met.
- You have experience mentoring and developing junior team members.
- You are comfortable handling multiple complex tasks and priorities, remaining composed under pressure.
- You are self-motivated, with a positive attitude and clear communication skills.

### **Remote vs in-person working balance**

We are primarily an in-person business, believing in the power of collaboration when we are together. Our work-from-home policy varies by team, reflecting the unique needs and goals of each group. After completing their onboarding, most team members may work from home one day per week. For our sales team,

remote work options are determined based on individual performance and targets.

### **Why join Making Moves?**

- Leadership Opportunity: Be a key leader in shaping the future of an exciting new investor-focused service line.
- Bonus Scheme: We believe in rewarding good performance, so you may be eligible for bonus payments under our discretionary scheme.
- Commission Scheme: Tailored commission scheme for this role.
- Training and Development: We have a strategy focused on investing in our employees training and development. You will receive a tailored onboarding and training plan to allow you to progress and develop within your role at Making Moves, in addition to continuous learning and development opportunities.
- Holiday Allowance: 30 working days paid holidays, in addition to bank holidays. Additional day off on your Birthday.
- Pension: matched pension contributions.
- Health Insurance: Private Health Insurance (kicks in after probation pass).
- Wellbeing: Juno (wellbeing app): £25 to spend on wellbeing a month. Access to Mental Health First Aider. Run Club and Yoga Club.
- Benefits: Team events monthly, team trips yearly for hitting company targets (Porto this year).
- Best office in Shoreditch & free healthy snacks. The dog-friendly office is buzzing with energy that is reflected in the enthusiasm and creativity of our team.
- Team Culture: Supportive & Inclusive team culture.

### **Diversity, Equity, Belonging**

At Making Moves, we are dedicated to advocating for and implementing systemic

change within the property industry. Our goal is to be leaders of innovation, building a team that is truly representative of all sections of society.

We encourage candidates from all backgrounds, experiences, and abilities to apply, even if you don't meet every qualification listed. We believe that a diverse range of perspectives strengthens our team and helps us drive meaningful change.

If you need any accommodations or adjustments during the application process, please let us know, and we will be happy to assist.

Read our full policy on our website.