

CABBAGETOWN

- TORONTO -

EXECUTIVE DIRECTOR, CABBAGETOWN BIA

Location: Toronto, ON

Nestled between Wellesley St. and Gerrard St. and bound by Sherbourne St. on the West and the Don River on the East, Cabbagetown is a charming and energetic community. Along with having the largest area of preserved Victorian homes in North America, Cabbagetown is also home to an eclectic mix of businesses.

The Cabbagetown Business Improvement Area (CBIA) is a not-for-profit community agency, formed and funded by local commercial property owners and tenants and run by an elected Board of Management. As one of Toronto's oldest and most diverse BIAs, we work in partnership with residents, community groups/organizations, other BIA's, and all three levels of the government to create a vibrant and thriving business community that attracts shoppers, diners, tourists, and new businesses.

We act as a unified voice for Cabbagetown businesses and assist business owners with marketing, grants/permits and with accessing supports and resources. We also plan events and initiatives with the goal of engaging our community and attracting visitors and locals to shop, eat, and explore Cabbagetown.

Are you a champion of healthy communities, diversity, inclusion, innovation and local economic development? If so, we're looking for a 'Manager, CBIA' to help our member businesses' thrive.

What you'll do...

Governance

- Ensure that the BIA is operating in accordance with relevant legislation and best practices
- Prepare and report measures of performance and progress to the Board
- Maintain positive and productive relationships with the Board, BIA Membership and other stakeholders
- Organize monthly meetings, and support the Board to conduct the Annual General Meeting (AGM)

Administration & Finance

- Responsible for all operations of the BIA, including administration, budgeting, and staffing
- Actively support work of the Board, committees and working groups
- Establish annual goals and work plans based on BIA operations and strategic plan
- Provide vision and guidance to staff, volunteers, board members and the community
- Responsible for management and stewardship of assets and financial health of the BIA
- Monitor and review the annual operating and capital budget of the BIA
- Prepare financial information for the auditor
- Prepare the annual report
- Assist the treasurer in reporting of receivables, payables, and payroll

Operations

- Manage all planning and implementation of events, projects and activities such as (but not limited to) festivals, Façade improvement program, etc.
- Manage operations of Cabbagetown swag shop, including inventory and sales
- Oversee the maintenance, beautification, and seasonal decoration strategies
- Complete other duties as directed and assigned by the Board of Management

Communication & Promotion

- Promote and foster the business and community environment in the BIA
- Liaise between the City of Toronto including local councillors and City staff, local stakeholders, and the BIA Board of Management
- Represent the BIA's interests within the community at both local and regional levels
- Manage communications with members and external stakeholders
- Manage and maintain the website, social channels, and business listings
- Market the BIA with the intention of attracting and retaining new businesses
- Oversee the design and creation of marketing materials
- Foster and maintain strong relations with BIA members, the public, and other stakeholders
- Preparation of successful grant applications

What you bring...

The ideal candidate should be a values-based leader who possesses a unique blend of entrepreneurial spirit, non-profit management experience, and the knowledge and expertise to bring various groups and interests together in pursuit of the Association's goals.

- Post-secondary education in business, marketing, economic development, communications or related field
- A minimum of 2 years related experience with non-profit boards is required. Preference will be given to those with management experience in a BIA setting.
- Effective time management
- Excellent problem solving, negotiating, facilitation and conflict resolution skills
- Strong communication skills, both written and verbal
- Superior customer service focus founded on excellent interpersonal skills
- Professional, diplomatic demeanor
- Motivated self-starter who can advance objectives of the BIA with limited supervision
- Working knowledge of project management principles; proven planning and organization skills
- Strong understanding of marketing concepts, including market research analyses, advertising, public relations, communication, etc.
- Experience analyzing simple financial records, experience implementing sound financial management and accounting practices
- A practical understanding of the needs of the local business community
- Strong technical skills e.g. MS Office
- Experience using social media monitoring and reporting tools
- Experience using MailChimp, Squarespace, Canva and Survey Monkey

What you can expect in return...

- A base pay between CA\$60,000/yr – CA\$70,000/yr dependent on relevant BIA experience.
- Flexible work schedule
- Paid vacation and time in lieu
- A beautiful office and storefront in downtown Toronto, with easy access to transit
- Fun collaborative work environment

To apply, please send your cover letter and resume as one document to cabbagetownbiajobposting@gmail.com. Thank you for your interest, we look forward to hearing from you.