

Director, Strategic Initiatives

Overview

The Toronto Association of Business Improvement Areas (TABIA) is a non-profit organization representing over 85 Business Improvement Areas (BIAs) across Toronto, collectively encompassing more than 90,000 local businesses and property owners. Established in 1980, TABIA serves as a unified voice advocating vibrant and economically thriving neighborhoods, promoting collaboration and resource-sharing among its member BIAs. Through strategic partnerships, advocacy efforts, and innovative programs, TABIA enhances Toronto's diverse communities by fostering strong local economies and dynamic public spaces.

How to Apply

Please forward Resume and Cover Letter as a single PDF file

Attn: John Kiru

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Deadline: May 20, 2025

The Role

The Director, Strategic Initiatives, plays a pivotal role in advancing key programs and partnerships that strengthen Toronto's vibrant and diverse business communities. Reporting to the CEO, this senior leader is responsible for identifying, developing, and executing high-impact initiatives that drive economic growth, enhance public spaces, and foster collaboration among TABIA's membership.

The Opportunity

This role offers a unique opportunity to shape strategic projects and advocacy efforts that directly contribute to community vitality and sustainable city-building, positioning TABIA at the forefront of positive urban change across Toronto.

Roles and Responsibilities

- Strategic Program Development and Implementation
 - Develop, coordinate, and execute strategic initiatives aligned with TABIA's overall vision and strategic plan.
 - Collaborate with and support the CEO to identify and prioritize high-impact projects supporting Toronto's Business Improvement Areas.
- Stakeholder and Partnership Management
 - Build and maintain effective relationships with key stakeholders including member BIAs, municipal representatives, government agencies, community organizations, and private sector partners.
 - Represent TABIA at external meetings, events, and forums as delegated by the CEO.
 - Facilitate collaborations and partnerships to amplify the effectiveness and reach of TABIA initiatives.

- **Advocacy and Government Relations**
 - Support the CEO in advocacy initiatives focused on key issues impacting BIAs and small businesses in Toronto.
 - Research, prepare, and recommend policy positions, presentations, briefing notes, and advocacy documents.
 - Identify strategic opportunities to advocate for BIA member interests at municipal, provincial, and federal levels.
- **Project and Program Oversight**
 - Lead the planning, budgeting, execution, and reporting of strategic projects and special initiatives.
 - Ensure initiatives are delivered on time, within budget, and achieve targeted outcomes and performance metrics.
 - Monitor and evaluate the impact of initiatives, providing comprehensive reports and recommendations to the CEO.
 - Work collaboratively with TABIA staff, member BIAs, committees, and external consultants to successfully execute projects.
- **Communications and Public Relations**
 - Develop and manage effective communications strategies to support and highlight TABIA's strategic initiatives.
 - Coordinate and deliver communications to promote initiatives through appropriate media and communication channels.
 - Serve as a spokesperson for specific projects or initiatives when assigned by the CEO.
- **Business Development and Innovation**
 - Identify and cultivate new business development opportunities and innovative partnerships that add value to TABIA members.
 - Stay informed about industry trends, best practices, and innovative approaches relevant to BIAs and local economic development.
- **Reporting and Administration**
 - Regularly report initiative progress, successes, and challenges directly to the CEO.
 - Prepare detailed reports, presentations, and briefings for TABIA's Board and committees as required.
- **Additional Responsibilities**
 - Undertake special projects and other responsibilities as assigned by the CEO.

Qualifications and Requirements

- University degree in Business Administration, Urban Planning, Public Policy, Communications, or a related field; graduate degree preferred.
- Minimum 7 or more years of progressive experience in strategic planning, project management, stakeholder relations, or related roles, ideally within Business Improvement Areas, economic development, non-profits, or municipal government.
- Demonstrated experience managing complex projects from conception to completion, including budgeting, reporting, and performance measurement.
- Proven ability in advocacy, policy analysis, and government relations, preferably with municipal, provincial, and federal levels of government.
- Exceptional relationship-building and stakeholder engagement skills with experience navigating diverse stakeholder groups.
- Strong written and verbal communication abilities, with experience preparing presentations, briefing notes, and advocacy materials.
- Experience in developing and implementing communication strategies, including familiarity with media relations and public relations best practices.
- Demonstrated leadership, mentoring, and collaboration skills.
- Proficiency in standard office software and familiarity with digital marketing tools and platforms.
- Ability to manage multiple priorities, work independently, and exercise sound judgment and discretion in a dynamic environment.

Working Conditions

- This is a hybrid position with a combination of remote work and in-office responsibilities, subject to scheduling in collaboration with the CEO.
- Primary office location: 100 Princes' Blvd, Toronto, ON.

Compensation

Salary range of \$90,000–\$105,000, commensurate with experience, including a comprehensive health and dental benefits plan available.

Diversity, Equity and Inclusion

Toronto Association of Business Improvement Areas (TABIA) is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse Business Improvement Areas and communities that we serve. We welcome applications from individuals of all backgrounds, including but not limited to Indigenous peoples, racialized individuals, persons with disabilities, 2SLGBTQ+ persons, and newcomers to Canada.

Accommodation

Toronto Association of Business Improvement Areas (TABIA) is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.