

YONGE + ST. CLAIR

Executive Director - Job Description

Reporting to the Board of Management through the Chair, the Executive Director leads the execution of the Yonge + St. Clair BIA's strategic vision and oversees day-to-day operations. The role is accountable for implementing Board direction, addressing operational barriers, and advancing the BIA's mandate. Acting as the primary link between the Board and the BIA membership, the Executive Director ensures local business realities are accurately represented and aligned with organizational priorities.

We are seeking a talented and innovative business leader to serve as our next Executive Director. The Executive Director is instrumental in driving community initiatives, enhancing streetscape and economic development, and managing programs and events. Additionally, this role involves leading and developing a dedicated team, ensuring that all operational tasks are executed efficiently. A hands-on approach is essential for fostering strong stakeholder relationships, managing projects, delivering exceptional community initiatives, and elevating member engagement.

Full Time

Salary: \$86,000K / Annual

Engagement:

- **Stakeholder Strategy:** Develop and execute a measurable engagement strategy maintaining regular communications and meetings with board members, business owners, local residents, and city officials making sure they are informed, involved, and invested in the BIA's initiatives on an ongoing basis to fulfill measurable BIA objectives.
- **Advocacy + Partnerships:** Lead local advocacy efforts and build coalitions to effectively represent the BIA's strategic interests within the community including City Officials, municipal staff and relevant public realm interest groups.
- **Public Relations:** Act as the primary ambassador for the BIA, representing its interests in public forums, media engagements and negotiations.

Leadership:

- **Strategic Direction:** Set the short and long-term vision of the BIA, regularly communicating viable portfolio business cases and working closely with the Board of Directors to establish and implement a strategic plan that enhances the area's economic vitality and community engagement.
- **Resolving Major Obstacles:** Resolve project obstacles to enable staff to adhere to project timelines and continue job responsibilities; including but not limited to negotiations, responding to new and unplanned risks, opportunities or changes that

impact project critical paths, and to formalize evolving project plans into Board-level discussions.

- **Team Management:** Lead regular concise and objective based team meetings to ensure all projects are progressing according to estimated timelines, milestones and identified goals addressing any operational or interpersonal challenges including compliance and operational risks to maintain momentum across Streetscape, Events, Advocacy and Marketing portfolios.
- **Team Guidance:** Lead, mentor, and inspire a diverse team, fostering a culture of collaboration, innovation, and excellence. Develop, and foster top talent to ensure the team is aligned with the BIA's approved goals and timelines.

Strategic Planning:

- **Strategic Plan:** Complete and execute the rollout and proliferation of the BIA's upcoming 2026-2030 Strategic Plan. Ensure that the roll out of the associated Implementation Strategy meets articulated goals and targets.
- **Governance:** Collaborate with the Board to manage all governance matters, implementing internal controls, project and staff work plans, and strategic initiatives that align with the BIA's mission.
- **Opportunity and Risk Management:** Proactively identify, monitor and capitalize on opportunities (i.e. strategic initiatives, grants, public engagements) and foresee risks or crises to protect the best interests of the BIA. Lead the BIA through change and ensure resilience in the face of challenges.

Administration:

- **Financial Processes:** Oversee the BIA's financial processes ensuring timely and accurate delivery of accounts payable, payroll, CRA tax compliance, HST filings, and annual audit in conjunction with the BIA's bookkeeper.
- **Financial Stewardship and Accuracy:** Oversee budget management, interpret financial reports, and provide expert recommendations to the Board. Ensure transparency, timeliness and accountability in financial decision-making.
- **Contract Administration:** Be responsible for contracts and RFP preparation for BIA vendors in-line with the BIA's Purchasing Policy.
- **Executive Team, Board, and Committee Meetings:** Lead bi-weekly Executive Team and monthly meetings of the Board of Directors that support the context, transparency, budget, governance and strategic position of the organization. Ensure agendas, minutes, briefing packages are distributed in a timely manner. Be aware of quorum requirements and prepare monthly meeting presentations in collaboration with the BIA staff team. Oversee the preparation of meeting materials and meeting structure of staff-initiated committee meetings.

- **City Compliance:** Ensure the BIA operates in compliance with City of Toronto Chapter 19 By-law regulations. Ensure all required city documentation is submitted as required in a timely manner meeting all deadlines.
- **Grant Identification and Applications:** Research and identify applicable and available government grants to supplement the BIA's revenue stream.

Workforce Operations

- **Hiring and Onboarding:** Assess BIA human resource requirements annually and create an annual staffing plan under the direction of the BIA Board of Directors. Develop job descriptions and oversee the hiring process of new staff. Organize and provide all necessary onboarding tools and documentation. Create and review required employment contracts.
- **Employee Performance Evaluations:** Conduct annual performance evaluations and assess associated KPIs to ensure employee goals and targets are being met.
- **Employee Compensation:** Oversee employee salary allocations and advocate for appropriate pay increases and bonus structure commensurate with performance.
- **Professional Development:** Support staff professional development opportunities through the identification of available job-specific training, enhanced accreditation, conferences, and networking opportunities.

Communication:

- **Executive Summaries:** Plan, draft and write regular executive level reports based on approved strategic and portfolio plans for Board members

Qualifications

- University degree in Economic Development, Commerce, Urban Planning, Business, Government Relations, Strategic Consulting, or a related field, or equivalent experience in similar sectors.
- Proven management experience in business, non-profit, or municipal organizations, with a focus on driving change and executing strategic initiatives.
- Previous experience with Business Improvement Areas (BIA) is a strong asset.
- Experience working with municipal government structures and processes is an asset.
- Professional experience working directly with small businesses, fostering strong community and business relationships is an asset.
- Demonstrated success in implementing change and leading initiatives with measurable outcomes.
- Solid understanding of contemporary leadership and management principles.
- Experience with budgeting and financial reporting is advantageous.
- Proficiency in digital and traditional marketing strategies, including social media marketing and communications.
- Self-starter with the ability to work independently and with minimal supervision.

- Strong communication, organizational, and time management skills, with a focus on effective stakeholder engagement.
- Extremely proficient in Google Suite (Gmail, Docs, Drive, Sheets, Calendar), Microsoft Office (Word, Excel, PowerPoint), and video conferencing platforms (Zoom, Google Meets, Microsoft Teams)

Join Us:

Interested candidates should email their cover letter and resume with the subject line **“Executive Director - *Your Full Name*”** to info@yongestclair.ca no later than 5:00 PM EST on **Tuesday February 24, 2026**