

Contract Position | Upper Village BIA
Toronto, Ontario / Hybrid

The Upper Village BIA is seeking a skilled and experienced Strategic Advisor / Community Development Consultant to support the organization in planning for future growth, strengthening our district, and helping shape long-term priorities.

This role will work closely with the Board and staff to provide strategic guidance on initiatives related to business engagement, streetscape improvements, marketing and events, advocacy, and community development.

We are looking for someone who can bring fresh ideas, strong leadership, and practical recommendations to help move our organization forward.

About Upper Village BIA

Upper Village BIA represents a vibrant and diverse business community in Toronto. As our neighbourhood continues to evolve, we are focused on supporting local businesses, enhancing the public realm, attracting visitors, and advocating for improvements that benefit the district.

Key Responsibilities

The successful candidate may support in areas such as:

- Reviewing current programs, initiatives, and priorities
- Identifying opportunities for growth and improvement
- Providing strategic recommendations to the Board and staff
- Supporting advocacy efforts and stakeholder relations
- Advising on streetscape, beautification, and public realm initiatives
- Recommending strategies for business engagement and community outreach
- Assisting with marketing, branding, and event planning ideas
- Helping develop short- and long-term organizational priorities
- Supporting planning and preparation for the Annual General Meeting (AGM) in collaboration with the BIA Coordinator
- Supporting special projects and strategic initiatives as needed

Qualifications

Ideal candidates will have experience in one or more of the following:

- Strategic planning or business consulting
- Economic or community development

- Urban planning or placemaking
- Business Improvement Areas, non-profits, or local government
- Marketing, branding, or event strategy
- Stakeholder engagement and advocacy
- Governance or board advisory experience

Candidates should also demonstrate:

- Strong communication and presentation skills
- Ability to work collaboratively with boards, staff, and stakeholders
- Problem-solving and strategic thinking skills
- Experience managing multiple priorities and deadlines

Contract Details

- Contract duration: Start upon hiring – December 2026
- Flexible / project-based engagement
- Hybrid or remote with occasional in-person meetings in Toronto
- Compensation based on experience and scope of work

How to Apply

Please submit the following:

- Resume / CV
- Cover letter or brief proposal
- Relevant examples of previous work (if available)
- Expected compensation or hourly/project rate

Applications can be sent to: hello@uppervillageto.com

Deadline: TBD