The Upper Village Business Improvement Area is seeking an Executive Director
Application Deadline: December 15, 2026

Location: Toronto, Ontario | Eglinton Avenue West, Bathurst Street to Allen Road
Position: Full-Time, Permanent
Reports to: Board of Management
Work Arrangement: Hybrid, with regular on-site presence
Compensation: Commensurate with experience
Target start date: Mid January 2027

About Upper Village BIA
Upper Village BIA represents a diverse community of independent businesses, restaurants, retailers, and professional services along Eglinton Avenue West.
As the neighbourhood emerges from years of transit construction, Upper Village is entering an exciting period of transformation. With an upcoming Streetscape Master Plan and Public Realm Strategy, the Allen Road Study, construction recovery initiatives, and opportunities to reimagine its identity, the BIA is focused on creating a vibrant, welcoming, and economically thriving destination.

The Opportunity
We're looking for a builder, connector, and changemaker.
Upper Village BIA is seeking an entrepreneurial, resourceful, and results-driven Executive Director to lead the organization into its next chapter. With an annual budget of approximately $160,000, we need a leader who can think big, work smart, and make resources go further. Someone who can establish strong organizational foundations, unlock external funding, build strategic partnerships, champion local businesses, and turn ideas into measurable impact.
This is more than an administrative role. It's an opportunity to shape a neighbourhood's future, influence public investment, and become the face and voice of Upper Village's business community.

Key Responsibilities
1. Strategy, Leadership & Organizational Growth
- Work with the Board to define strategic priorities, develop annual plans, and drive execution.
- Establish effective systems, processes, governance practices, and financial accountability.
- Build organizational capacity through partnerships, efficient operations, and strategic use of resources.
- Oversee budgets, Board reporting, contractors, and day-to-day operations.

2. Funding, Grants & Partnerships
- Proactively identify and secure government grants, corporate sponsorships, and external funding.
- Develop partnerships that expand the BIA's programming, resources, and community impact.
- Leverage available capital cost-sharing programs, government initiatives, and employment grants.
- Build sustainable funding opportunities that reduce reliance on the annual BIA levy.

3. Streetscape, Public Realm & Neighbourhood Revitalization

- Lead the BIA's involvement in the upcoming Streetscape Master Plan and Public Realm Strategy, from stakeholder engagement to implementation planning.
- Represent local business interests in the Allen Road Study and other major infrastructure and transportation initiatives.
- Champion streetscape improvements, public art, lighting, signage, beautification, and placemaking.
- Identify funding and partnerships to bring public realm improvements to life.
- Drive construction recovery and economic revitalization initiatives to rebuild foot traffic, support businesses, and strengthen the commercial district.

4. Branding, Marketing & Events

- Lead the development of a compelling Upper Village identity and destination marketing strategy.
- Oversee social media, website, digital marketing, business promotions, and communications.
- Develop and oversee creative events, activations, and campaigns that attract visitors and generate local economic activity.
- Hire and manage local staff, students, contractors, and volunteers to execute initiatives.

5. Member Engagement, Advocacy & Government Relations

- Be the face, voice, and champion of Upper Village BIA, building strong relationships with local businesses and property owners.
- Proactively engage members, understand their challenges, and advocate for meaningful solutions.
- Build relationships with municipal, provincial, and federal representatives, government agencies, TABIA, OBIAA, and community partners.
- Represent Upper Village in government consultations, infrastructure discussions, and economic development initiatives.
- Connect member businesses with resources, funding opportunities, and programs that support their growth.

What You Bring

- Proven leadership experience in BIA management, economic development, community organizations, marketing, business associations, or related fields.
- Demonstrated success in securing grants, sponsorships, partnerships, or external funding.
- Strong strategic planning, project management, financial oversight, and organizational skills.
- Experience in stakeholder engagement, government relations, community development, and business advocacy.
- Understanding of branding, digital marketing, events, and local economic development.
- A practical, entrepreneurial mindset with the ability to deliver meaningful results on a lean budget.
- Excellent communication, relationship-building, negotiation, and problem-solving skills.

Assets: Familiarity with Toronto BIAs, municipal processes, streetscape planning, public realm improvements, and construction-related business recovery.

What Success Looks Like

In your first year, you'll help Upper Village:

- **Build stronger foundations:** Establish efficient operations, clear priorities, and accountable processes.
- **Grow beyond the levy:** Secure new funding, partnerships, and resources to expand what the BIA can deliver.
- **Shape the neighbourhood:** Advance the Streetscape Master Plan, Public Realm Strategy, and advocacy related to the Allen Road Study.
- **Revitalize the business district:** Lead construction recovery, strengthen branding, and attract customers through impactful marketing and activations.
- **Build a connected business community:** Increase member engagement, strengthen advocacy, and position Upper Village as a destination of choice.

Why Join Upper Village?
This is a chance to make a real, visible impact.
You'll lead a BIA at a defining moment, with opportunities to influence neighbourhood planning, attract new investment, support local entrepreneurs, and help transform Upper Village into a thriving commercial and community destination.

We're looking for someone who doesn't just manage what exists but sees what's possible and knows how to make it happen.

How to Apply
Please submit your résumé and a cover letter highlighting your experience in organizational leadership, funding development, and community revitalization to **hello@uppervillageto.com** by **Dec 15, 2026.**
Upper Village BIA is an equal opportunity employer and welcomes applications from candidates of diverse backgrounds.