

# Toronto Financial District BIA

Job Description, September 2020

## Planning and Advocacy Manager



### Organization Overview

The Toronto Financial District BIA (FDBIA) is an economic development organization that represents businesses in Canada's premier financial centre. There are more than 200,000 jobs in the Financial District, an area that includes Union Station, the PATH underground walkway and the country's most prominent office towers.

The FDBIA ensures the Financial District is well-maintained, integrated, connected, and accessible. We advocate for excellent public spaces, the best available transit options, and a welcoming business environment. To promote economic development in the area, FDBIA initiatives include developing and implementing a comprehensive public realm strategy for the Financial District and undertaking annual public realm improvements. A robust online presence showcases the daily activity of our vibrant businesses at ***MyTOFD.com*** and ***@MyTOFD***.

Our funding is received through a special levy on commercial real estate within our boundaries.

### Position Overview

As part of the FDBIA leadership team reporting to the Executive Director, the Planning and Advocacy Manager participates in all planning, policy, government and stakeholder relations activities of the FDBIA. This role requires a highly motivated individual with a broad range of interest and involvement in urban and regional planning and advocacy issues relevant to the Financial District. This role is responsible for managing advocacy partnerships and contracts, project management, and public realm planning used by the FDBIA, including consultants, staff, interns and volunteers.

The role is currently primarily remote with occasional requirements to work in the Financial District and adhere to the FDBIA COVID-19 health and safety protocols.

### Major Responsibilities

- Actively monitors the environment to identify issues that impact FDBIA members including transit investments, streetscape improvements, infrastructure work, PATH connectivity and congestion management.
- Develops FDBIA positions and advocacy strategies for key issues. Manages and implements all short- and long-term planning and advocacy efforts of the organization to ensure organizational goals and budget.
- Oversees updating and implementation of FDBIA public realm strategy and PATH wayfinding strategy.

- Organizes and manages working groups to assist in the development of advocacy initiatives and capital projects. Works closely with key stakeholders to help develop goals and objectives of the organization, including research and report preparation.
- Manages outside consultants, interns and volunteers as required.
- Builds and maintains strong relationships with relevant City of Toronto staff and departments, TTC, Metrolinx and other relevant agencies. Initiates meetings as required.
- Coordinates with City staff, contractors, and commercial properties to minimize disruption of City construction projects and other activities on building operations.
- Informs FDBIA leadership and prepares reports related to access and infrastructure, economic competitiveness and coordinated planning efforts that impact the FDBIA and City of Toronto.
- Identifies and leads collaborative opportunities with various stakeholder groups, including City departments, external alliance organizations and property owners.
- Assists FDBIA stakeholders with coordinating private initiatives with the City.
- Ensures that building operations and goods movement are paramount in planning decisions.

## Qualifications Required

- Master's Degree in urban planning required.
- One to three years of experience in an urban planning environment required (with an emphasis on issues related to infrastructure, transportation) preferably with knowledge of Toronto issues.
- Must have a working knowledge and understanding of strategic policy development, government/stakeholder relations, and on-the-ground operations implementation and coordination.
- Demonstrated ability to manage outside consultants, staff, interns and volunteers.
- Must have the ability to develop and maintain strong professional relationships with FDBIA members and partners.
- Relationships with City of Toronto planning and transportation officials and departments and TTC a significant asset.
- Strong project management skills.
- Software proficiency in GIS mapping and visual mapping for presentation. ArcGIS and Adobe Suite experience preferred.
- Membership with the Ontario Professional Planners Institute is an asset.
- An understanding of building operations and goods movement and deliveries.
- Flexible hours and locations required to meet business needs. Available to work Downtown Toronto, from home, or other locations as required to suit business needs.

## Key Competencies

### *Planning and development mindset*

Motivated to continually learn about urban planning and policy issues and operations.

### *Strategic prioritization*

Awareness of objectives and budget of the organization in context of planning and development issues related to the FDBIA. Provides consistency throughout all planning and advocacy initiatives.

### *Interpersonal communication*

Capable of synthesizing detailed policy issues for diverse audiences. Ability to manage conflicting stakeholder expectations professionally. Experience with public and stakeholder engagement an asset.

### *Project leadership*

Able to lead collaborative efforts among different stakeholder groups toward achievement of strategic goals of the organization.

