

Economic Partnership Advisor

Job ID: 56423

Job Category: Economic Development, Arts & Culture

Division & Section: Economic Development & Culture, EDC Business Growth Services

Work Location: City Hall, 100 Queen Street West

Job Type & Duration: Full-time, 2 Permanent, 2 Temporary (12 month) vacancies

Hourly Rate: \$59.21- \$64.84 per hour

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 4

Posting Period: June 11, 2025 – June 24, 2025

Major Responsibilities:

Reporting to the Manager, Business Improvement Area (BIA) Office, the Economic Partnership Advisor leads and coordinates revitalization initiatives within the City's Business Improvement Areas, develops and facilitates revitalization strategies in targeted commercial and employment districts, ensuring compliance with operating and financial procedures and requirements set out in the City of Toronto Act, Toronto Municipal Code and Council approved Operating Guidelines.

- Organizes local businesses and provides leadership and strategic direction to area businesses in support of local economic revitalization efforts by providing relevant expertise, experience, information, and devising solutions to complex problems.
- Gives professional advice to Council on actions to remedy situations in which B.I.A.s are not in compliance with legislation.
- Develops detailed, 5-year business and action plans in consultation with area stakeholders to encourage new business investment and guides implementation in phased stages.
- Leads inter-disciplinary teams of City staff, agencies, elected officials, Non-government Organizations (NGO's) and other stakeholders, with competing interests, in the development of consensus-based strategic and capital plans and programs in support of economic revitalization efforts.
- Leverages financial and in-kind resources from private sources and other levels of government in the implementation of revitalization plans and programs.
- Prepares, analyzes and conducts regular reviews of Economic Development programs and policies to ensure performance measures are being achieved.
- Develops and makes recommendations to the Division and City Council on the feasibility and merit of establishing new Business Improvement Areas and ensures new BIAs are

established in accordance with the City of Toronto Act and Municipal Code including organizing and leading public meetings.

- Reviews, provides comment, makes recommendations, completes site inspections, and authorizes payment of grant requests for the Commercial Façade Improvement, Mural, Programs, and Capacity Building Program and ensures that these programs adhere to City grant policies and guidelines.
- Advises Toronto's Business Improvement Areas on such matters as multi-year business plans, strategic planning, marketing plans, financial planning management, annual budget preparation, Board of Management operations and audited financial statements.
- Works with Capital Projects Coordinators and BIAs to develop streetscape improvement plans that are appropriate for the area and are within the City's and BIA's budget limits.
- Monitors the effectiveness of the small business policy and programs by tracking business activity, reinvestment and other related indicators of success.
- Uses facilitation, conflict resolution, community development, and negotiation skills to mediate conflict between BIA members and other stakeholders. Develops imaginative and pragmatic solutions to complex business issues.
- Investigates, analyzes and makes recommendations to the Division and City Council on economic development and other policies and programs affecting small business.
- Represents the policies and opinions of the Division to Committees, City Council and meetings with business groups, the community, elected officials, other City Divisions, and other levels of Government.
- Negotiates agreements with senior levels of government, developers and city agencies on behalf of the corporation and individual BIAs.
- Negotiates legal agreements between the City and other parties.
- Plans and coordinates capital infrastructure projects and completes construction site inspections in the public right-of-way.
- Oversees the consultant selection process and contract administration for highly varied revitalization projects involving both community and infrastructure planning and implementation.
- Monitors capital budget, projects and prepares capital budget submission. Resolves issues pertaining to capital budget.

Key Qualifications:

Your applications must describe your qualifications as they relate to:

1. Post-secondary education in a related field (i.e., urban planning, economics, business administration) or the equivalent combination of education and experience.
2. Considerable experience in the public consultation processes including organizing and chairing public meetings, preparing agendas, and preparing minutes.
3. Considerable experience in policy and program development, administration/ implementation, and evaluation related to economic development and revitalization.
4. Considerable experience in project coordination, including leading inter-disciplinary teams and monitoring project budgets.

You must also have:

- Ability to apply effective facilitation skills and communicate clearly and professionally with stakeholders throughout all levels of the organization.
- Sound judgement, conflict resolution, problem solving and negotiation skills, with an ability to solve complex business issues.
- Highly developed interpersonal skills, with the ability to work effectively with multiple internal and external stakeholders.
- Excellent organizational skills, with the ability to handle and complete multiple projects within tight deadlines.
- Highly developed verbal and written communication skills, with the ability to prepare briefing notes, reports to Council, public notices, and other communications.
- Knowledge of programs and legislation pertaining to BIAs; including the City of Toronto Act, Toronto Municipal Code and Council approved Operating Guidelines.
- Knowledge of the issues pertinent to inner city and suburban retail areas and awareness of examples of successful revitalization strategies.
- Ability to work evenings, weekends and flexible hours as required.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume through the job portal, quoting **Job ID 56423**, by **Tuesday June 24, 2025, 2025**.

Toronto is home to more than 2.9 million people whose diversity and experiences make this great city Canada's leading economic engine and one of the world's most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit jobs.toronto.ca or follow us on Twitter at [Twitter.com/CityTOjobs](https://twitter.com/CityTOjobs), on LinkedIn at [Linkedin.com/company/city-of-toronto](https://linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](https://facebook.com/CityTOjobs).

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto 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. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).