

# TORONTO ARTS \_

## JOB POSTING

<b>Position:</b>	<b>Director, Strategy &amp; Public Affairs</b>
<b>Type:</b>	<b>Full time permanent</b>
<b>Reports to:</b>	<b>Director &amp; CEO</b>
<b>Direct Reports:</b>	<b>One</b>
<b>Expected Starting Salary:</b>	<b>\$113,000 - \$125,000</b>
<b>Salary Range:</b>	<b>\$113,000 - \$160,000</b>
<b>Expected Start Date:</b>	<b>July 2026</b>

**Benefits:** Medical, dental, prescription drugs and hospital coverage, life and long-term disability insurance effective three months following the start date. Following the first year, the position offers a matching contribution towards a group RRSP of up to 4.5% of salary.

**Toronto Arts is currently piloting a four-day work week.**

### OVERVIEW:

The Director of Strategy & Public Affairs is a newly created senior leadership position responsible for advancing the implementation of Toronto Arts' strategic plan through high-impact partnerships and initiatives; community and knowledge mobilization; advocacy and public affairs; strategic communications; and cross-organizational coordination and planning.

Reporting to the Director & CEO, this role acts as a strategic integrator within the organization and across partners and sectors – connecting community insight, research evidence, philanthropy, advocacy, strategic communications, and multi-party collaboration to strengthen Toronto's arts ecosystem and increase its public value. The Director leads Toronto Arts' cross-organizational planning process, strategic communications and impact agenda, advocacy initiatives, and partnership strategy, positioning Toronto Arts as a catalyst, convenor, and trusted advisor and partner.

They are a key member of the leadership team that:

- Shapes organizational strategy and sets priorities, goals, and objectives;
- Ensures accountability for results and outcomes;
- Upholds Toronto Arts' values and ways of working;
- Builds and maintains a strong and inclusive organizational culture;
- Represents the organization and stewards external relationships; and
- Advances systems-level change for Toronto's arts sector.

The Director of Strategy and Public Affairs reports to the Director & CEO. They will work closely with their leadership colleagues and across Toronto Arts Council and Toronto Arts Foundation teams to achieve their objectives.

Direct Reports: Senior Manager, Marketing & Communications

## **RESPONSIBILITIES:**

### **Partnerships and Initiatives**

Develop and implement a cross-sector partnership strategy that advances Toronto Arts' strategic plan through multi-stakeholder collaboration. Expand Toronto Arts' networks and relationships across arts and culture, community, government, and private sectors to increase innovative and coordinated investment in Toronto's artists and arts organizations. This includes strengthening Toronto Arts Foundation's position within Canada's philanthropic ecosystem, enabling Toronto Arts to serve as an intermediary and advisor for partners seeking impact in Toronto's arts sector. Explore and activate collaborations that align the arts with broader civic priorities such as health and wellbeing, education, belonging and inclusion, and placemaking.

### **Community and Knowledge Mobilization**

Strengthen Toronto Arts' role as a trusted advisor and convenor within the arts sector and beyond. Develop and implement effective and sustainable models to bring the arts community and other sector stakeholders together around shared challenges and opportunities, enabling collective sensemaking and systems-level change. Build and manage a knowledge mobilization function that translates research into accessible tools, stories, and strategic insights for the arts sector, partners, and policymakers.

### **Advocacy and Public Affairs**

Working closely with the leadership team, cultivate productive relationships with all levels of government, as well as civic leaders and influencers to find common ground, maintain strong reputation and credibility, build lasting influence, and gain support for Toronto Arts' vision, priorities, and objectives. Working with the Research, Impact & Evaluation team and Marketing and Communications team, plan and implement a public affairs strategy and advocacy initiatives that elevate the role of the arts in civic life, influence arts investment, and increase public support for the arts.

### **Strategic Communications**

Working closely with the Senior Manager, Marketing and Communications, oversee the delivery of a strategic, dynamic and cohesive public relations, brand, marketing and communications plan, including analysis of strategic communication needs and overall effectiveness. Ensure research, partnerships, and impact stories are translated into compelling public narratives, represent Toronto Arts in media, public forums, and sector convenings, and create a supportive and collaborative environment for all team members contributing to communications activity. Keep up to date on relevant and timely issues and events affecting the Toronto arts community.

### **Cross-Organizational Planning**

Implementation Planning: Lead the development and advancement of the implementation plan for the priorities and objectives articulated in Toronto Arts' strategic plan. This includes setting performance measures, tracking progress, adjusting as required, and reporting on progress.

Operational Planning: In collaboration with the Director of Operations, determine operational requirements for the implementation plan and lead the planning components of the integrated operational planning and budgeting (IPB) process to set priorities, resources, and timelines. Oversee engagement and coordination across teams to create strategic alignment and effective use of resources; avoid duplication and gaps; and ensure inter-team collaboration in the planning process.

Change Management: In collaboration with the leadership team, develop and implement a change management strategy to meet the goals and objectives of the strategic plan. Provide expertise and guidance across teams, fostering a culture of continuous improvement and strategy-driven innovation.

### **Budgeting and Financial Management**

Working closely with the Director of Operations, ensure proactive and responsible financial management in areas of responsibility, including monitoring revenues and expenditures and preparing accurate and timely financial reports. Analyze and interpret financial data for the development of long-range plans and resource needs. Contribute to the preparation of annual and multi-year budgets.

### **Human Resources**

In collaboration with the leadership team and working closely with the Director of Operations, develop and advance medium and long-term plans for staffing under areas of responsibility. Oversee the recruitment and training of staff under your direction and, if necessary, termination of employment. Determine the goals and objectives of the positions under your direction, assign responsibilities, and conduct annual performance reviews for these positions. Hire and manage external consultants, as needed.

### **Risk Management**

Ensure that all activities and relationships are managed to minimize risks to the organization. Work with staff and the leadership team to mitigate risk potential and manage issues as they arise.

### **Other duties**

Performs such other duties as assigned by the Director & CEO.

## **QUALIFICATIONS & EXPERIENCE:**

### **Requirements**

- Minimum of twelve (12) years in progressively senior roles in arts and culture, non-profit, philanthropy, or public sector environments.
- Solid expertise in the local and national arts and culture sector, including a strong grasp of arts funding models and arts finance approaches.
- Deep expertise in strategic partnerships, public affairs, stakeholder engagement, and systems change, with a demonstrated ability to lead complex multi-party initiatives.
- Strong experience in research and analysis, knowledge mobilization, strategic communications, and translating evidence into strategy, advocacy, and effective impact narratives.
- Proven success convening diverse partners, building strong relationships, and advancing equity-centred and community-engaged approaches to sector development.
- Proven success developing and implementing organization-wide strategies and initiatives to meet strategic priorities and outcomes.
- Exceptional leadership, facilitation, and interpersonal communication skills with proven experience effectively leading and mentoring collaborative teams.
- Experience working across government, non-profit, philanthropic, and private sectors.
- Demonstrated commitment to equity, inclusion, accessibility, and reconciliation.
- Experience promoting and upholding a respectful work environment.
- Strong strategic, analytical, critical thinking, verbal and writing skills.
- Superior organizational and time management skills to prioritize and oversee multiple initiatives simultaneously.
- Substantial familiarity with brand and digital communications approaches, and ability to leverage best practices to enhance user and public experiences.

### **Assets**

- Post-secondary degree in Business Administration, Non-profit Management, or a related field.
- Change management certification or designation, or equivalent experience.

- Professional Planning designation or equivalent experience.
- French language proficiency.

**Conflict of Interest restrictions**

The Director, Strategy & Public Affairs, may not work in any paid capacity with organizations and collectives that apply to or receive funding through Toronto Arts Council grants programs.

**HOW TO APPLY:**

Submit a cover letter and resume in a **single pdf attachment** to [leadershipiring@torontoarts.org](mailto:leadershipiring@torontoarts.org), with subject line: Director, Strategy & Public Affairs.

**Deadline to Apply: May 18, 2026.**

Toronto Arts is an equal opportunity employer and is committed to diversity and inclusion in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous Persons, and 2SLGBTQIAP.

**Accessibility**

Toronto Arts adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to [leadershipiring@torontoarts.org](mailto:leadershipiring@torontoarts.org)

**Use of Artificial Intelligence and Technology**

Toronto Arts does not use artificial intelligence (AI) systems to screen, assess, or select applications, or inform hiring decisions. All applications are reviewed and evaluated by our human HR and hiring team, and no part of the hiring decision-making uses AI tools.