



## **Portfolio Manager, My Main Street**

**Location:** Hybrid, Toronto-based

**Type:** Fixed-term contract, concluding March 31, 2025

### **ABOUT THE CANADIAN URBAN INSTITUTE (CUI)**

CUI is Canada's Urban Institute. We are the national platform that houses the best in Canadian city building – where policymakers, urban professionals, civic and business leaders, community activists and academics can learn, share and collaborate with one another from coast to coast to coast.

My Main Street is an initiative to revitalize and maintain inclusive, vibrant main streets anchoring communities across southern Ontario.

### *Job Summary*

Working as a team, the MMS Portfolio Managers will be responsible for leading, planning, and delivering a portfolio of grants associated with the deployment of the My Main Street (MMS) program.

Responsibilities for this position include but are not limited to:

#### *Application oversight:*

- Overseeing the coordination of My Main Street applications, beginning with the first intake in February 2024.
- Setting up and maintaining the program CRM system to organize project applications and deploy to a team of assessors for ranking and approval.
- Creating and deploying a system to triage, rank, and organize applications by funding amount, project type, and region.

#### *Client Management & Funding deployment:*

- Deploying a system to move successful project applicants into the funding recipient process.
- Collecting necessary project budgets and other funding materials to facilitate reimbursements.
- Support Ultimate recipients throughout the process to ensure successful completion of their grant obligations
- Attending meetings with partners and recipients to assist with program planning, delivery, and reporting.





### *Reporting:*

- Ensure that program recipients provide all necessary budget and project materials to satisfy funding agreement deliverables.
- Managing and conducting regular maintenance of program-related records.
- Interpreting administrative and financial requirements of My Main Street while providing guidance and support to CUI colleagues, contractors, recipients, and partner organizations.
- Responding promptly to all inquiries and requests for documentation.
- Continuously look for new ways to deliver projects for greater mission impact enhanced diversity, equity and inclusion, and greater alignment with organizational values.

### *Team Work:*

- Working with the relevant departments and program staff on integrating the management of all project programming ensuring effective use of resources to achieve program objectives in compliance with all funder requirements and contribution agreements.
- Any other duties as assigned by the Managing Director of My Main Street

### *Relevant experience*

- Prior experience in one of: economic development, placemaking, small business advising, or a similar role is required.
- Post-secondary degree or diploma is required.
- Experience with MS Office, CRM and Project Management Systems.
- Excellent decision-making and analytical skills
- Strong verbal and written communication skills
- Exceptional team management and organizational skills
- Ability to prioritize quick decisions where necessary while working in a fast-paced environment
- Financial systems experience is an asset
- Proven ability to work on multiple initiatives and manage changing priorities under pressure
- Previous experience managing a pipeline of client relationships is an asset
- Fluency in French considered an asset
- A commitment to CUI's mandate and to following CUI's practices and policies

### *Working Conditions*

- This is a hybrid role. The position requires the ability to work Monday to Friday, with scheduled working days in our downtown Toronto office
- Regular hours, Monday to Friday with occasional evenings
- Occasional travel and flexible hours





## *Other Details*

All CUI Employees have:

- A keen interest in urban issues
- A commitment to equity, diversity, and inclusion in our workplace and in our programs
- Interest in working across multiple projects
- Interest in building relationships and working collaboratively with team members and external partners
- Well-developed ability to effectively communicate with diverse and cross-sector audiences
- Capacity and willingness to work digitally in a highly collaborative work environment
- Ability to work flexible hours from time to time
- Excellent judgement, strong initiative, and the ability to work independently

## *Diversity*

The Canadian Urban Institute is committed to fostering a supportive and inclusive workplace culture, where people from all backgrounds can thrive. We place high value in diversity and encourage applications from all equity seeking groups. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange accommodation.

## *Compensation*

Salary for this position is \$75,000 annually, with a competitive benefit package

## **Apply today!**

We would like to speak with you if you meet the above-mentioned requirements. Please email a cover letter and resume to [lwebster@canurb.org](mailto:lwebster@canurb.org) with your full name and "Portfolio Manager" in the subject line by 5:00 p.m. EDT on January 26, 2024. Your cover letter should outline your essential skills and tell us why you are the ideal candidate for this position. Please include where you found this posting.

No telephone inquiries please. CUI thanks all applicants for their interest, only those applicants selected for an interview will be contacted. For more information about CUI visit [www.canurb.org](http://www.canurb.org).