



POSITION BRIEFING

Project Director, 50th Anniversary

Full-Time Contract (18-20 months with possibility of extension or conversion)

Job #25-11

BACKGROUND

The 519 is seeking a dynamic and strategic Project Director, 50th Anniversary with a passion for community, celebration, and driving impact.

In this pivotal role, you will spearhead an extraordinary milestone in our organization's history. You will lead cross-organizational efforts to create unforgettable events, engaging programs, and meaningful storytelling initiatives that honor our past and propel us into the future. If you thrive in fast-paced environments, excel at managing high-profile projects, and are committed to making a lasting difference for 2SLGBTQ+ communities, we want to hear from you.

A proud City of Toronto Agency and Canada's largest 2SLGBTQ+-serving organization, The 519 is celebrating its 50th anniversary in 2026. This year-long project will honour our history and the communities we serve, work to advance the rights of 2SLGBTQ+ communities, and build stronger awareness of The 519 and our organizational impact, further positioning The 519 as a leading 2SLGBTQ+ organization and charity of choice.

WHAT TO EXPECT

Working closely with The 519's Senior Leadership Team, staff, board, volunteers and organizational partners, this role will be responsible for the overall development and implementation of The 519's 50th anniversary project, driving four key branches of work:

- **Developing the project framework and plan** in collaboration with the Senior Leadership Team, including the Board of Management. With the support of an external consultant firm, develop a cohesive look, feel, and narrative frame for the 50th anniversary that positions The 519 at the centre of Toronto's 2SLGBTQ history, community, and future.
- **Integrating the 50th anniversary into existing programs and events**, including leveraging existing signature events such as Green Space Festival and The 519's annual gala, and supporting the development of activations and engagements within existing programs and services.
- **Developing new engagement opportunities** for broader 2SLGBTQ+ communities that raise the profile of The 519 and build stronger affinity for The 519. This includes large-scale events and parties, community-based arts projects, mid-scale community gatherings and securing recognition opportunities for The 519.
- **Overseeing a community-based storytelling project** that highlights the history of The 519 through archival work, key informant interviews, partnership development, and opportunities for the broader community to share their memories.

In addition, this role will provide vital support to The 519's Philanthropy Department, leveraging the 50th anniversary as an opportunity to power our work through highlighting our impact over the decades to new and existing donors.

The Project Director, 50th Anniversary role requires a creative, detailed results-oriented individual with highly developed relationship and project management skills and who has a proven ability



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to think strategically and work independently. The successful candidate will draw on their extensive experience in project and events management/development. Strong organization, project management, and understanding of event operations will be crucial to this role.

This exciting and challenging role requires a deep understanding of local 2SLGBTQ+ communities and political dynamics. This role will work closely with a wide range of stakeholders and relevant community partners. Experience with networking, partnership development, and stakeholder engagement will be essential to this role.

The Project Director, 50th Anniversary will report to the Director, Advocacy & Strategic Communications, and will be an active member of The 519's Senior Leadership Team. This includes engagement in cross organizational projects, ensuring our work aligns with our strategic goals and guiding principles; supporting internal capacity building efforts and encouraging staff to engage in training, professional development, employee resource groups and fostering inter-team collaboration. Senior management experience, effective communication and teamwork skills are important aspects of this role.

PRIMARY FUNCTION

Reporting to the Director of Advocacy & Strategic Communications, the Project Director, 50th Anniversary, will lead The 519's cross-organizational 50th anniversary celebrations. The successful candidate will drive new initiatives and enhance existing programs and events that support our goal of being the community centre and charity of choice for our communities.

KEY ACCOUNTABILITIES

- Designs, directs, implements all aspects of the project including the development of project's overarching narrative framework and brand, development of new signature events and activations, integration of 50th anniversary into existing programs and events, and the development and implementation of a community-based storytelling and archival project.
- Manages key operational and strategic components of project, including coordinating the 50th anniversary Board working group, developing plans, overseeing event logistics, budget development and finance tracking, managing vendor relationships, coordinating cross-organizational programming, and evaluating project impact.
- Builds effective relationships with a wide range of stakeholders including staff, community members, volunteers, organizational partners and funders, and all levels of government to build project support and momentum.
- Supports the implementation of philanthropic projects and events related to the 50th anniversary, including providing event leadership, developing relationships with corporate partners, and co-developing engagement opportunities for major donors.
- Works with relevant internal and external stakeholders to ensure that comprehensive, timely and targeted marketing/communications plans are created and implemented.
- Manages confidential and sensitive information affecting operations, external relations, assets and organizational resources. Maintains appropriate record-keeping and prepares regular and timely reports that supports overall organizational priorities.



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- Manages, motivates and trains assigned staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others.
- Manages the day-to-day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and coordinates vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments, hears grievances and recommends disciplinary action when necessary.
- Implements and abides by The 519's policies procedures and complies with all applicable legislation and regulations including coordination and training of volunteers, confidentiality, MFIPPA and purchasing and inventory control systems.
- Participates and supports The 519's broad activities and other related policies and procedures.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE

- Extensive experience in managing complex projects involving multiple stakeholders with firm deliverables and timelines. Excellent project management skills, including the definition of project purpose and objectives, project activities, milestones and deliverables, and monitoring and tracking progress.
- Extensive experience in large-scale events management and development, including developing and managing relationships with corporate sponsors and external contractors, and managing administrative and financial activities associated with project operations, including report and grant writing, knowledge of budget and variance reporting, and RFP/Q processes.
- Experience managing employees, volunteers, and teams, preferably in a unionized environment. Ability to effectively motivate, train, and supervise staff, students, and volunteers.
- Post-secondary education in a discipline pertinent to this work and/or the equivalent combination of education and experience within the non-profit and/or the public sector.
- Extensive knowledge of the 2SLGBTQ+ communities, anti-oppression and anti-racist frameworks, including current issues and trends, often gleaned through lived experiences.
- Highly developed interpersonal, verbal and written communication skills and an ability to work and comfort with communicating effectively with a broad range of stakeholders, donors, funders, governmental bodies, and media. Ability to negotiate persuasively, resolve conflict, and effectively forge solid internal and external relationships.
- Demonstrated capacity to collaborate effectively with senior leadership, including Board of Directors, to discuss matters, influence next steps and provide explanations for effective operations.
- Proficiency in all social media platforms and a deep understanding of how to ensure a high level of engagement across various social media channels.
- Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
- Ability to multi-task effectively to meet competing deadlines for internal and external partners.



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- Knowledge of applicable legislation including the Occupational Health and Safety Act, relevant privacy legislation, the Ontario Human Rights Code, Collective Agreements, and City of Toronto/The 519 policies.
- Strong strategic and lateral thinking skills in combination with strong research, analytical and problem-solving abilities.
- Proficient in Microsoft Office, Canva, databases such as Blackbaud and Salesforce.
- Strong decision-making skills with a track record of results-orientated leadership and ability to work effectively within teams and independently.
- Demonstrated proficiency in management competencies required in the City of Toronto including strategic orientation, leadership, political acuity, and fiscal responsibility.

POSITION DETAILS

Position Status	Full-Time Contract (18-20 months with possibility of extension or conversion)
Union Status	Management/Non-Union/Exempt
Salary Range	\$86,716 – \$112,233/ year (wage grade 6)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation; Optional enrolment in OMERS pension plan from day one.
Hours of Work	35 hours per week, Monday to Friday, with evenings and weekends as required.
Vacation	3 weeks per year (eligible to use after 1 year of employment)
Location	519 Church St. Toronto ON, M4Y 2C9 with some remote/hybrid

APPLICATION INSTRUCTIONS

Everyone eligible is invited to apply for this position.

Email your cover letter and resume as one document to Careers@the519.org no later than **April 22, 2025 at 11:59pm**. Please quote **Job #25-11** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-11 First Name Last Name". Please also share **which pronouns** you would like us to use when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.



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***Accommodation:** The 519 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.*