



## **Appendix 1: Job Descriptions**

### **1. EXECUTIVE DIRECTOR**

**Salary:** Range: \$57,000 - \$62,000

**Reports to:** Board of Directors

#### **Overview**

The Executive Director is responsible to lead, plan and manage the financial, administrative, public relations, personnel and service delivery systems at The Food Sharing Project (FSP), according to the stated outcomes and strategic direction set by the Board of Directors.

Working collaboratively and effectively with the Board of Directors, Lead Agency, staff, volunteers and other stakeholders, the Executive Director will ensure that all such systems comply with the mission of FSP.

The Executive Director will be on call during the work week (or make provisions for a designate) for emergencies.

This is a full time, contract position, to be considered for renewal on an annual basis, with an initial probationary period of 6 months.

#### **Primary Duties and Responsibilities**

The Executive Director is responsible for the following:

##### **Leadership**

- Support the mission of The Food Sharing Project (FSP) with dedication and integrity;
- Demonstrate an in depth understanding of the management of a non-profit organization;
- Act as a spokesperson for FSP, in consultation and collaboration with the Chair of the Board;
- Demonstrate accountability for all actions of the FSP office, warehouse and operations;
- Foster effective teamwork between the Executive Director and staff in a safe, respectful workplace environment;
- Build and maintain positive relationships with Lead Agency, funding organizations and community partners;

- Represent the organization at community events to enhance the community profile of FSP.

### **Board Relations**

Drawing on previous experience, knowledge and sound judgement, the Executive Director will act as an advisor to the Board of Directors on all aspects of the organization's activities. This can range from collaborating to develop a strategic plan to guide FSP, to participating in discussions, planning activities and problem solving. The Executive Director serves as the primary operational representative for FSP.

They will:

- Provide support to the Board by attending monthly Board meetings (and other ad hoc meetings as required), preparing a monthly report on the organization's activities, including Delivery Tracking, program statistics, donations and site visits, as well as copying and distributing meeting related materials as requested by the Board of Directors;
- Identify, assess, and inform the Board of Directors of internal and external issues that affect FSP;
- Foster a respectful, collaborative relationship between the Board and the Executive Director;
- Draft policies for the approval of the Board and prepare procedures to implement these policies; review existing policies on an annual basis;
- Liaise with the Lead Agency on behalf of the Board of Directors and conduct correspondence on behalf of and with the Board and the Lead Agency as directed;
- Perform other duties and complete other tasks and activities as assigned by the Board of Directors.

### **Operational Management**

The Executive Director will oversee the planning, implementation and evaluation of activities designed to ensure FSP services and programs are compatible with the policies and procedures of the organization, local school boards and the Student Nutrition Program (SNP) of the Ministry of Children, Community and Social Services (MCSS) and are adjusted as necessary to meet school community needs. Such duties include:

### **Programs**

- Complete the planning, implementation and evaluation of FSP programs and services to ensure school/site needs are met efficiently, based on SNP Program Guidelines, through site visits and ongoing communication with school coordinators and school administration;
- Oversee and monitor the day-to-day delivery of the programs and services of the organization to maintain and/or improve quality, ensuring appropriate staff are trained to provide uninterrupted operations of the organization in their absence;

- Oversee the planning, implementation, execution and evaluation of special projects, which may include infrastructure projects within schools;
- Ensure delivery of services according to annual Lead Agency Service Description schedule
- Negotiate corporate sponsorships and partnerships and wholesale purchasing agreements with local businesses with preapproval of the Board;
- Determine staffing/volunteer requirements for organizational management and program delivery, overseeing and supporting the work of all staff and warehouse volunteers;
- Ensure that staff personnel files are securely stored in accordance with Employment Standards Act regulations and that privacy/confidentiality for donor and volunteer files is strictly maintained;
- Attend meetings and/or workshops, to support and enhance, the day-to-day operations of the organization with approval of the Board Chair;
- In conjunction with the Board of Directors (Finance, Accounting and Risk Management Committee), identify and evaluate the risks to the Organization's people (clients, staff, management and volunteers), property, finances, goodwill and image, and determine policies and procedures to control risks;
- Ensure that the Board of Directors and the organization carries appropriate insurance coverage and that Board and staff understand the terms, conditions and limitations of the coverage;
- In the case of staff/warehouse volunteer shortages, assist with packing, loading and/or delivery of weekly food boxes;
- It is understood that the Executive Director has the authority to delegate such tasks as appropriate.

#### **Staff and Warehouse Volunteers**

- Establish a positive, respectful, and safe work environment in accordance with all appropriate legislation and regulations including fire, occupational health and safety and safe food handling and storage;
- Implement FSP Human Resources policies, procedures and practices including staff and volunteer recruitment and training;
- Plan and participate in the development, implementation and monitoring of the orientation, training and initiatives for staff;
- Actively supervise staff, providing regular feedback, reviewing job descriptions annually and conducting annual staff performance reviews;

- Monitor training and supervision of Warehouse volunteers.

### **School Coordinators**

- Establish positive relationships with School Coordinators and school Administration, through site visits and ongoing support of the work of School Coordinators;
- Plan and participate in the development and implementation of the orientation, training and initiatives for School Coordinators such as online reporting, data collection, safe food handling, menu planning and SNP Nutrition guidelines and procedures, annually and as needed;
- Support school coordinators with monthly data collection and start-up and year-end data entries, as needed.

### **Financial Management**

The Executive Director will demonstrate a sound understanding of financial statements, revenue and expenditure projections. They will maintain effective relationships and liaise with funding sources and the organization's Auditor/Accountant. Working with the Treasurer and Finance Committee, they will provide the Board of Directors with the information and assistance needed to discharge their financial responsibilities.

- Understand and adhere to all rules and regulations governing non-profit organizations
- Ensure that all financial systems and processes, including approval of expenditures, cheque writing, filing systems and audit preparation, comply with best practice standards and meet the requirements of FSP's Accountant;
- Work with the Board Finance Committee to prepare a comprehensive budget;
- Administer the funds of the organization according to the approved budget, approving expenditures within authority delegated by Board, and monitor the monthly cash flow of the organization;
- Complete, on a monthly basis, all appropriate paperwork and data requirements as required by the FSP Accountant, the Lead Agency, funding agencies, meeting deadlines and sending out appropriate acknowledgments and receipts to funders and donors;
- Research funding sources, initiate and oversee the development of fundraising plans and write funding proposals and grant applications to increase the funds of the organization. Report monthly funding activity to Board;
- Participate in and assist with the planning of fundraising activities;
- Organize publicity for grant approvals and fundraising activities.

## **DETAILED POSITION SKILLS**

### **Leadership**

The Executive Director's management style, leadership abilities, and decision-making and problem-solving skills will contribute to the establishment and maintenance of positive staff, school coordinator and warehouse volunteer relationships, in a collaborative environment, with efficient systems and processes which support the mission of FSP. The Executive Director will be an excellent communicator in oral, written and electronic formats, both in public and personally. Some knowledge of distribution/warehouse operations is beneficial in this position. Flexibility in managing a wide range of organizational needs is required, including when shortages of staff or warehouse volunteers occur, the ability to step into the warehouse to assist in packing, lifting, carrying and delivery of food boxes.

### **Community Relations and Advocacy**

The Executive Director will establish excellent working relationships and collaborative arrangements with community groups, businesses, funders, politicians, and other community organizations to ensure that the purpose and activities of FSP are accurately and positively portrayed to all sectors of the community.

### **Financial Acumen**

The Executive Director will demonstrate superior financial management skills to ensure revenue projections meet budget targets. Literacy in accounting and sound management skills will ensure the organization continues to operate within parameters set by the Board of Directors.

### **Other Skills**

The Executive Director must be proficient in MS Office, Excel (spreadsheets), Power Point and have the ability to manage social media, have a valid drivers' license and a dependable vehicle and be willing to take other training as required to fulfill duties of this position such as Safe Food Handling and forklift operation.