



## EXECUTIVE DIRECTOR JOB DESCRIPTION

**Organization:** The Food Sharing Project

**Position Type:** Full-time, permanent, position open due to retirement, starting August 10, 2026

**Reports to:** Board of Directors

### ABOUT US

The Food Sharing Project (FSP) is an incorporated Canadian charity that has been operating for 40 years. As the Community Partner of the Ontario Student Nutrition Program, FSP provides the nutritious food and the equipment to all 88 publicly funded schools in Kingston, Frontenac and Lennox & Addington (KFL&A) to support their in-school breakfast, lunch and hearty snack programs.

Each week, an average of 10 tonnes of fresh, nutritious food — valued at over \$25,000 — is packed and delivered to schools across the region, ensuring students have consistent access to healthy food. In addition, 10,000 meals a month are prepared and delivered to 42 of the 88 schools through our new Lunch is Ready! initiative.

FSP operates a 2800 square foot warehouse with a fleet of three delivery vehicles, two off-site commercial kitchens, and employs eight full-time and two part-time staff.

**Our Mission** is to provide nourishment for students in KFL&A to improve their readiness to learn by increasing access to healthy and nutritious food.

**Our Vision** is bold: By 2029, every student in KFL&A will have the best opportunity to reach their full potential by ensuring no child experiences hunger at school.

**Our Values** ground our work: Belonging, Dignity, Collaboration, Wellbeing, and Accountability

We are seeking an Executive Director who leads with integrity, embodies our Values and thrives in collaborative, community-driven environments. With rising food insecurity, shifting school needs, and growing public awareness, The Food Sharing Project needs a leader who can think boldly at the systems level while staying grounded in day-to-day operational realities. A leader who will empower a dedicated team, nurture key partnerships, and champion the belief that when students access nutritious food at school, it strengthens community, upholds dignity, and fuels a bright future.

### KEY RESPONSIBILITIES

#### LEADERSHIP AND PEOPLE MANAGEMENT (30%)

- Provide mission-driven leadership and direction for all programs, services and operations of the organization in alignment with our Values and Board of Directors (BOD) approved strategic priorities and policies, troubleshooting and problem-solving as necessary

- Use strong, adaptable communication skills to drive our Vision and connect, adapt, and facilitate understanding across diverse channels and audiences
- Responsible for employee life cycle, including hiring, supervising, coaching, and performance management with clear and transparent communication and a growth mindset, following applicable Human Rights legislation, Employment Standards regulations, relevant required certifications and FSP Human Resource Policies and Procedures, in collaboration with BOD Human Resources Committee
- Hold Leadership Team meetings, at least twice a month, to provide updates and opportunities for idea sharing, ensure alignment to vision and goals, and foster open communication and collaboration and schedule regular check-ins with individual Leadership Team members
- Foster a culture grounded in diversity, equity, inclusion, belonging, accessibility and continuous improvement
- Participate in professional development and ongoing learning to inform strategic and operational activities

### **FINANCIAL MANAGEMENT (20%)**

- Be responsible for the financial management of the organization, preparing the annual budget for review by the BOD Finance Committee, providing forecasting, active oversight of expenditures and operational impacts, and regular financial analysis to inform decision making
- Manage the financial budget of the organization including multi-program operations with government funding and compliance requirements; oversee staff implementation of budget, approve all expenses and payments, process payroll, act as signatory on banking instruments according to policy limits
- Oversee bookkeeping tasks to ensure they are carried out accurately, in a timely manner, and in accordance with policies and standards:
  - Ensure payments are processed for all corporation expenses, including by cheque and by electronic means
  - Ensure deposits (revenues) are processed and bank accounts are reconciled, including cheque, cash, EFT, E-Transfer, and Square (online payment system)
- Ensure the efficient operation of the online ordering platform and database; liaise with regional Lead Agency or directly with web developers as appropriate to resolve any issues
- Within policy or agreements, negotiate pricing with local vendors, delegating this authority to the Program Supervisor as appropriate, providing final approval of agreements; ensure that Provincial/regional pricing structures are utilized to source products; ensure that programs like the Grocery Foundation voucher program are utilized effectively to take advantage of bulk discounts, ensure accurate reporting of vouchers, etc.
- Assist FSP accountant with preparation for annual audit and charitable information returns
- Support diversified revenue strategies, including grants, fundraising, and partnerships

### **FUNDING MANAGEMENT (20%)**

- Develop and implement a funding management strategy and campaign, alongside BOD Funding Management Committee, promoting engagement opportunities with community service groups, businesses and broader community

- Act as primary staff contact for donor engagement and development; meet with new donors, steward existing donors, encourage enhanced giving, plan and host donor appreciation events
- Ensure donations are managed in an expedient manner and in accordance with donor recognition, timely receipts, and communication/privacy policies
- In accordance with the budget, policy and operational needs, seek and apply for grants from foundations for operating or project funding, including applications to Community Investment Fund, Community Foundation(s), and other municipal grant programs and private foundations
- Monitor projects/programs and ensure they are completed successfully; complete interim and final reports for all projects or purposes externally funded and ensure recognition milestones have been met
- Oversee funding from Provincial sponsors, such as Breakfast Club of Canada, Grocery Foundation, Dairy Farmers of Ontario, Egg Farmers of Ontario and others, including recognition and reporting
- Oversee process for acquiring funding from other opportunities, in particular, President's Choice Children's Charity
- Complete United Way application and regular reports

### **GOVERNANCE (20%)**

- Collaborate and provide guidance to BOD to inform strategic decisions and support the Board in maintaining effective governance practices and clear boundaries between governance and operations; provide monthly and occasional operational reports to keep BOD informed of organization's activities, successes and challenges and to inform decision making
- Oversee risk analysis and develop and recommend policies and processes to BOD to mitigate risk and ensure organizational compliance with Occupational Health and Safety Regulations, Food Safety and WHMIS requirements
- As a Community Partner of the Ontario Student Nutrition Program, liaise with the Lead Agency (Hastings and Prince Edward Learning Foundation) on behalf of the BOD to ensure compliance with agreements and reporting and conduct correspondence on behalf of and with the Board and the Lead Agency as directed
- Fulfill responsibilities of the Local Planning Partnership and develop and implement the French Language Services strategy in accordance with obligations under the French Language Services Act in conjunction with Lead Agency
- Develop and propose new programs or expansions to existing programs, in line with the organization's budget, capacity and Mission, Vision and Values
- Negotiate Memoranda of Understanding with school boards and service providers as required
- Ensure adequate insurance coverage is maintained for property, liability and vehicles
- Assist BOD with recruitment and training of new directors

### **PUBLIC RELATIONS, COMMUNITY LEADERSHIP & OPERATIONAL SUPPORT (10%)**

- Maintain trusted relationships and identify and advance partnership opportunities which strengthen service delivery and community impact
- Participate as community leader on local committees and in regional, provincial and national discussions about the sector, such as Coalition for Healthy School Food

- Act as primary spokesperson for agency, in both reactive and proactive situations, in consultation and collaboration with the Chair of the Board
- Approve changes to marketing content, such as website, digital and print material content; create media releases, in consultation with the Board Chair
- Participate as member of United Way Speakers Bureau and make presentations to community groups related to current issues such as food security and the work of FSP
- The Executive Director is expected to understand all aspects of our operations and step in when needed to ensure continuity of service. This hands-on support may include, but not be limited to orienting volunteers, assisting with warehouse operations, receiving deliveries, or supporting school engagement activities.

## **QUALIFICATIONS & COMPETENCIES**

- Post-secondary degree in a related field
- Minimum 3 years of senior leadership experience in non-profit, education, community health, food security, or related sectors
- A compassionate and collaborative leader with demonstrated experience in supervising staff and volunteers
- Strong experience with budgeting, financial oversight, fundraising, grant writing, and donor engagement
- Commitment to equity, dignity, and universal access to nutritious food
- Exceptional written and verbal skills, highly proficient with Office 365, Sage accounting software and cloud-based operations
- Successful completion of criminal record and vulnerable sector checks
- Valid Ontario Drivers' License
- Ability to lift 25kgs
- Bilingualism (English/French) is considered an asset

## **WORKING CONDITIONS**

- full time (37.5hrs/week), year-round
- at our office and warehouse in Kingston, Ontario
- travel within KFL&A is required
- occasional evening or weekend work during peak periods or events

## **COMPENSATION**

The compensation range for this role is \$85,000-\$90,000 commensurate with experience with a comprehensive benefits package, 4 weeks of paid vacation, mileage reimbursement and professional development opportunities.

## **ACCESSIBILITY and FAIR HIRING STATEMENT (HOW TO APPLY)**

FSP is strongly committed to employment equity, diversity, and inclusion in the workplace and invites applications from candidates of all backgrounds, identities and experiences. We are committed to an accessible recruitment process and will provide accommodations upon request for candidates taking part in all aspects of the selection process.

Interested candidates are required to submit the following to [chair@foodsharingproject.org](mailto:chair@foodsharingproject.org)

- a resume and a brief cover letter which demonstrates how their experience aligns with the job posting
- a 3-minute video, as an unlisted YouTube link, outlining their alignment with our Mission, Vision and Values

The full job description for this position is available at [www.foodsharingproject.org](http://www.foodsharingproject.org).

**Deadline for applications is June 26, 2026.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.