

Central Kootenay Food Policy Council
Executive Director Job Description
Updated March 2022

Title: Executive Director

Terms of Employment: approximately 20 hours/week, with increase in hours dependent on funding levels and approved work plan.

Wage: \$40-\$50 / hour, depending on qualifications and experience. Cost of living increases will be considered annually during performance review and contract renegotiation.

Location: Home office; flexible within the Regional District of Central Kootenay, British Columbia

Job Description:

Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for the Council's staff, programs, expansion, and execution of its mission. The ED oversees the administration, programs, and strategic plans of the Council. Other key duties include fundraising, liaising with Central Kootenay local government, and community outreach.

Responsibilities:

Leadership & Management:

- Lead and support the Food Policy Council's staff and contractors.
- Manage all aspects of finance and administration, including budgets, payroll, and fundraising.
- Ensure funding is sufficient to cover staffing and program delivery costs
- Recommend timelines and resources needed to achieve the strategic goals, seek and build Council involvement with strategic direction.
- Ensure that the Council is populated by a diverse mix of government and other communities of interest in the food systems and communities of the Central Kootenay;
- Actively engage Food Policy Council members, Executive Committee, Working Groups, alumni, partnering organizations, and funders.
- Support the renewal and succession of food policy council members whose terms end;
- Develop, maintain, and support a strong Board; serve as ex-officio of Working Groups unless delegated to other staff members.

- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, Council members, funders, and other constituents.

Racial equity and food justice

- Advance the Council's transition to a more justice and equity-driven practice.
- Undertake anti-racism audit of Council policy and practice; revise as necessary to provide safer workspace
- Fundraise to enable a dedicated Anti-Racism and Equity Coordinator position on the Council
- Lead the development of programs, Council meeting content and events, and communications content and style that are more inclusive of Indigenous and BIPOC people.
- Set and work to achieve goals for diversifying staff and council membership
- Ensure that all staff receive intercultural training
- Provide opportunities for Council members to benefit from intercultural training
- Work with the Communications Coordinator and partners, as relevant, to integrate into our communications and programming more information about how racial injustice is historically and currently manifested in food systems
- Provide quarterly learning opportunities that contribute to ongoing evolution and commitment of the Food Policy Council, our members and partners to decolonizing our understanding and practice, advancing reconciliation, and promoting equity
- Maintain regular meetings of Anti-Racism Working Group
- Continue respectful engagement with Ktunaxa; engage other Indigenous Peoples and groups in the Central Kootenay

Administration

- Maintain the Council's Society status in good standing by ensuring that all necessary reports and fees are paid annually and as otherwise required.
- Ensure that project deliverables are completed satisfactorily and on time.
- Explore revenue generating and fundraising activities to support existing and planned program operations and Council goals.

Planning & New Projects / Programs

- Maintain and implement an annual work plan that furthers the goals and vision of the Council.
- Develop program and project concepts related to the goals and mission of the Council and granting opportunities.

- Build partnerships, establish and maintain relationships with funders, the agriculture and food processing business sector, social service sector, political and community leaders.
- Monitor grant opportunities and submit proposals where relevant, in collaboration with Council members and other partners as appropriate
- Monitor policy engagement opportunities and work with Council members to participate and encourage broader citizen participation

Other Qualities:

- Past success working with a non-profit Board of Directors with the ability to cultivate positive board member relationships
- Proven ability to build bridges, create partnerships, and achieve consensus among diverse groups, stakeholders and organizations.
- Academic or professional experience relating to food systems.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people and cultures
- Passion, integrity, positive attitude, mission-driven, and self-directed.
- Experience in evaluation including developing or working with indicators an asset