



Central Kootenay Food Policy Council
Executive Director Job Description
July 2023

Title: Executive Director

Terms of Employment: Approximately 15- 20 hours/week, fluctuating with organizational capacity. Core funding dependent.

Wage: \$40/ 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 programs 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.

The Central Kootenay Food Policy Council's vision is "A vibrant, resilient and just regional food system". Our mission is to bring people, ideas, and information together to build a food secure region.

Responsibilities:

Leadership & Management:

- In accordance with governance and strategy documents, lead the food policy council and its projects and programs.
- Manage all aspects of finance and administration, including budgets, payroll, and fundraising.
- Recommend timelines and resources needed to achieve the strategic goals, seek and build Council involvement with strategic direction.
- Embed anti-racism in all council activities.
- Work toward a more just and equity driven council.
- Maintain the Food Policy Council as a hub for networking in the food and agriculture sector.
- Maintains contracts with partner organizations.
- Ensure effective systems to track progress, and regularly evaluate program components.
- Support a strong and engaged Food Policy Council
 - Ensure that the Council is populated by a diverse mix of government, food and ag sector business owners, and other food system stakeholders.

- Develop, maintain, and support a strong Board
- 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.
- Nurture relationships with food system stakeholders:
 - Continue respectful engagement with Ktunaxa and other Indigenous Peoples and groups in the Central Kootenay.
 - Build, establish and maintain relationships with funders, the agriculture and food processing business sector, social service sector, political and community leaders.

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..
- 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.
- Willingness to evaluate outcomes using key indicators and work with the Council to adjust work plan and strategic goals as necessary.