



Nelson Community Food Centre Executive Director Job Description

The Nelson Community Food Centre (NCFC) is an organization that strives to create a welcoming environment where people facing adversity can access healthy food, join a cooking or gardening program and be a part of a community centred on nutritious food and social activities. The NCFC is part of a national network of community food centres supported in part by Community Food Centres Canada (CFCC). As an employer, we are committed to fostering diversity within our organization and region. We support an inclusive and equitable work environment where diversity is celebrated and valued. We actively seek candidates who represent a variety of backgrounds, perspectives, and experiences.

Job Type: Permanent Full-Time

Hours per week: Up to 28 hours per week

Position Start Date: As soon as possible

Compensation: Starting at \$40/hour, plus benefits after six months probationary period

Location: 602 Silica St., Nelson, BC

Qualifications

- Post-Secondary Degree or combination of education and relevant experience

Duties, Skills and Responsibilities:

- Grant-writing and reporting
- Strategic organizational planning and risk management
- Program design, planning and evaluation through interpretation of program data and community need
- Human resources management, including the ability to problem solve, identify issues as they arise within human resources, explore options and implement appropriate solutions
- Demonstrated financial management experience, familiarity with accrual accounting practices, bookkeeping, and creating and managing budgets
- Ability to research, interpret and understand complex contractual documents such as funding agreements, supplier contracts, insurance documents, Canada Revenue Agency forms, etc
- Team-oriented work style including the ability to work collaboratively or independently
- Excellent communications skills – written, verbal, interpersonal
- Marketing and communications experience
- Quickbooks and CRM/ donor database
- Program design and evaluation
- Excellent time-management skills
- Criminal Record Check
- Hold a Standard First Aid & CPR, Foodsafe Level 1 required or willingness to acquire them
- Valid BC Drivers licence

Reporting to:

- NCFC Board of Directors, as supervisors
- NCFC customers, volunteers, donors and funders through service provision

Working Environment:

- Decision-making is carried out in a collaborative and consultative manner with the Board of Directors
- All activities of NCFC operation will be carried out in a barrier-free environment that promotes equality, respect, inclusion and individual empowerment
- Staff are expected to be familiar with the local anti-poverty and food security movement and to maintain open communication and collaboration in the promotion of food security
- The Executive Director is an on-site position

Priority Tasks and Responsibilities

Financial and General Administration:

- Manage financial, administrative, funding and human resources records
- Oversee bookkeeping and payroll, ensure compliance with the Canada Revenue Agency (CRA) and other regulatory bodies including maintaining accounts with CRA and WorkSafe BC, filing T4s, bill payments and annual GST
- Oversee all donation tracking and reporting including record-keeping, deposits and thanking donors
- Oversee all tasks to maintain charitable status , including the filing of the NCFC tax returns
- Maintain all records necessary for reporting to funders and the NCFC Board of Directors
- Create, monitor and manage annual budget and budgets for all proposals
- Prepare annual financial statements
- Ensure office security and safety
- Manage policies and identify gaps and areas for improvement or revision

Fundraising:

- Identify and research funding opportunities and write funding proposals and grant applications
- Gather funding data and prepare final reports for funders

Communications:

- Lead monthly staff meetings and other forms of communication with staff regarding funding opportunities, budget management, new programming, customer visits, etc.
- Maintain cooperative, open and respectful relationships with donors, community partners, volunteers and the Nelson United Church (as landlords and supporters), the Board of Directors and the general public
- Attend monthly NCFC Board meetings and provide monthly progress reports and financial reports to the Board (including Summary of Financial Statements)
- Complete an Annual Report
- Work with Development Director to maintain a high profile in the community through various community engagement mechanisms

- Maintain records of NCFC programs and statistics for the AGM report
- Maintain a supportive relationship with CFCC
- French, or another language, considered an asset

Evaluation:

- Oversee evaluation practices including coordinating with CFCC to conduct the Annual Program Survey, the collection of relevant statistical data for the organization and individual program evaluations.
- Familiarity with use of logic models an asset, for programs and support of program managers

Staff Management:

- Oversee activities of NCFC staff to ensure their duties are being carried out
- Coordinate staff hiring and conduct annual staff evaluations
- Attend to the professional development needs of staff
- Speak with staff weekly to assess ever-changing needs, challenges and successes of NCFC operations and programs

Advocacy:

- In collaboration with community partners and CFCC, support initiatives that demonstrate the links between poverty, homelessness, unemployment and health
- With community partners and the Board of Directors, explore and promote creative ways to improve food security.
- Participate in community meetings and events related to poverty and food security and facilitate focus groups as needed
- Engage with clients and partners to understand emerging needs and opportunities

Send resume and cover letter, along with names and contact information of three references, by email to: hr@nelsoncfc.ca by 5pm, Thursday, November 2, 2023. Applicants will only be contacted if selected for an interview.