

Nelson Community Food Centre Executive Director Job Posting

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 centered 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).

Reporting to the NCFC Board of Directors, the Executive Director is responsible for leadership and management in accordance with NCFC's strategic direction. The ED directly oversees all employees and day-to-day operations, while building key stakeholder relationships and engaging with other community agencies at a local, provincial and national level. This is a dynamic leadership role that requires skills in administration, human resources, financial management, and advocacy.

Job Type: Permanent, Full-time

Hours per week: Approximately 30 hours per week

Position Start Date: As soon as possible

Compensation: \$58,000 to \$65,000, plus benefits after six months probationary period

Location: 602 Silica St., Nelson, BC

Priority Tasks and Responsibilities

Financial & Fund Management

- Develop and manage the organization's annual budget
- Prepare quarterly financial statements to present to the Board of Directors and complete fiscal year financial statements to provide to the auditor alongside the bookkeeper and the Board of Directors Treasurer
- Provide accurate and timely financial reports to the Board in conjunction with monthly Executive Director reports
- Collaborate with the bookkeeper to ensure timely processes of payroll, bill payments, tax filings, and monthly reconciliations
- Lead grant writing and reporting; identify and pursue new funding opportunities.
- Ensure fiscal responsibility, transparency, and compliance

Strategic & Administrative Leadership

- Lead operational and strategic planning in collaboration with NCFC Board of Directors
- Maintain strong communication with the Board to support governance and informed decision-making, aligning with NCFC's mission and vision
- Identify and assess internal and external trends, risks, and opportunities that may impact the organization's sustainability and effectiveness

Human Resources

- Supervise and support employees and contractors
- Coordinate employee hiring and conduct probationary reviews and annual employee evaluations
- Promote awareness and consistent application of the NCFC Policy & Procedures Manual among all employees

- Promote a safe and positive work environment
- Lead weekly staff meetings and other forms of communication with staff regarding funding opportunities, budget management, new programming, customer visits, etc.
- Ensure compliance with BC Employment Standards and WorkSafe BC

Program Development & Evaluation

- Oversee program planning implementation, and evaluation
- Support innovative food security programming in response to community needs
- 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

Community Engagement & Advocacy

- In collaboration with local and national community partners and CFCC, support initiatives that demonstrate the links between poverty, homelessness, unemployment and well-being
- Represent NCFC at community events, advocacy tables, committee meetings and coalitions
- Participate in community meetings and events related to poverty and food security (Nelson at its Best, Nelson Committee on Homelessness and Central Kootenay Food Policy Council)

Qualifications

- Experience working in the community development or social service sector in a supervisory capacity
- Work experience in food security or food-related careers is preferred but not required for this position
- Excellent interpersonal, written, and verbal communication skills.
- Experience with budget management and financial oversight
- Criminal Record Check
- Class 5 Drivers License

The Nelson Community Food Centre is 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.

Please send resume and cover letter, along with names and contact information of three references, by email to: hr@nelsoncfc.ca by 5pm, July 25th, 2025. We thank you for your interest, however applicants will only be contacted if selected for an interview.