

Position: Executive Director

Organization: LifeCycles Project Society

Wage: \$54,600 training salary (3 months); up to \$58,500 thereafter depending on experience and expertise; 2% increase per year.

Plus benefits, professional development funds and 3 weeks paid vacation

Hours: 37.5/week – permanent

For 25 years LifeCycles has worked to improve community health by bringing people in the Capital Region together to grow, harvest, and share local foods. Working in urban gardens and orchards, we are reimagining the way that we live and eat in cities. Our Fruit Tree Project, Farm Gleaning, and Community Food programs distribute fresh local food to community members and social service agencies while providing learning opportunities for participants and volunteers. Our Growing Schools program is mentoring the next generation of food leaders through experiential learning in schoolyard gardens and farms.

In the CRD, over 50,000 people are food insecure, less than 10% of food is locally sourced, and only 2% of the population is engaged in farming. Our organization is part of a growing movement to innovate our local food system. We believe that food is at the heart of thriving, diverse communities and a healthy planet. Our work creates learning experiences that transform and strengthen our connections with each other and the natural world. In doing so, we are working to build a more resilient and equitable food system.

For more information about what we do, visit: www.lifecyclesproject.ca

OVERVIEW

We are seeking an innovative and professional leader to steward the organization's growth and development. The Executive Director is responsible for steering the strategic direction of LifeCycles, while maintaining and developing diverse collaborative relationships and ensuring staff are supported in working towards their project goals. The Executive Director will make decisions on how to grow and pivot our diverse projects, in order to build each's sustainability and impact.

We are committed to growing our social enterprise, donor, and sponsorship revenue streams in order to achieve our strategic goals. We seek a systems minded leader with a strong administrative and business sense and a passion for social innovation, who is excited to become a dynamic leader of local food systems action in our region.

The Executive Director will work as part of a full-time 3-person management team. This team is comprised of the Executive Director and 2 Program Managers. This core group is part of a larger team

that currently includes: 1 year-round part-time employee, 2 seasonal staff, 2 part-time contractors, a volunteer network of 1,000 contacts and a community network of 3,600 contacts.

KEY RESPONSIBILITIES

Finance

- **Budgets:** develop and maintain sound financial practices, including all aspects of budgeting, financial reporting and banking
- **Fund Development:** apply for and report on grants; support social enterprise business planning and development; support donor and sponsorship development; negotiate contracts for services, and; seek other strategic avenues for fund development
- **Leadership:** support team members in actively participating in fund development
- **Bookkeeping:** support bookkeeper in maintaining accurate records for all accounts and ensuring sound systems for efficient financial management of organization

Communication

- **Networks and Partnerships:** develop and maintain strategic partnerships and relationships
- **Brand Development:** steward communications and marketing to build a consistent, strategic organizational brand identity
- **Promotion:** act as spokesperson for organization at conferences, presentations and public events

Team Leadership

- **Human Resources:** Process bi-weekly payroll; perform semi-annual performance reviews; lead hiring processes; ensure HR policy and legal practices are followed; support resolution of grievances and incidents; ensure personnel files are secure and up-to-date
- **Staff Management:** Support staff in developing project and personal goals; maintain a positive and productive team culture based in collaboration and cooperation; ensure all team members have a clear, common vision
- **Evaluation and Strategic Planning:** support annual evaluation of project and organizational goals; support staff and board in reflecting on work and adapting approach based on evidence gathered through organizational evaluation strategy; lead collaborative process to develop and update strategic and annual programmatic plans
- **Board of Directors:** act as staff liaison to board; support board recruitment and engagement; take direction from and provide input to board of directors

Administration

- **Office Systems:** refine and develop systems for efficiently managing communications and finances; ensure office is an organized and efficient work place
- **Record Keeping:** keep soft and hard copy files well organized

- **Legal:** ensure organization is maintained in good standing with BC Societies Act, Canada Revenue Agency, and WorkSafe BC
- **Billing and Payments:** Send invoices for contract delivery; pay bills in a timely way; ensure staff are reimbursed for relevant expenses
- **Banking:** support signing authorities and bookkeeper in gaining appropriate access to accounts; deposit funds with support of bookkeeper
- **Meetings:** support regular staff and board meetings

COMPETENCIES

- *Leadership:* mobilize, inspire, and support achievement and critical reflection towards LifeCycles' mission
- *Organizational Development:* support business and strategic plans to advance organization's goals; develop and refine systems to improve impact and efficiency
- *Change Management:* design and develop systems to support staff in achieving goals and creating lasting systems change within the organization
- *Social Innovation and Entrepreneurship:* lead the organization towards greater sustainability and prosperity through diversifying revenue streams and reducing reliance on grants
- *Strategic Vision:* ability to navigate complex environments and direct organizational work strategically
- *Communications:* clear, direct, professional communicator with ability to adapt communication to audience
- *Adaptability:* able to be flexible, versatile and/or tolerant in a changing work environment while remaining effective and efficient
- *Problem Solving:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- *Passionate:* demonstrates passion for and commitment to LifeCycles' mission (as stated in the first paragraph of this document)

DETAILS OF HOW TO APPLY

Submit your resume and cover letter to the LifeCycles Board Chair, Rhianna Nagel, via email (rhiannanagel@gmail.com) by November 1st, 2019 4:30pm. You may also contact Rhianna with any questions regarding this position.

LifeCycles is an equal opportunity employer. LifeCycles celebrates diversity and actively seeks to understand and deconstruct hidden biases that unfairly privilege individuals and groups in the workplace and society. Applicants who would like to be considered for affirmative action are asked to mention this in their cover letter.