



Executive Director

Georgina Community Food Pantry, Ontario, L0E 1R0

Organization

The Georgina Community Food Pantry ("GCFP") was founded in 1985. Members of the faith community were concerned about the growing level of poverty in Georgina and decided to help by establishing a food bank for Georgina residents. The first Pantry location was in Jackson's Point and on the first day in spring 1986, there was concern that it might run out of food. Today, the Pantry is located at The Link in Sutton and still serving clients in Georgina as well. In 2019, we provided food to more than 7,500 community members, of which 34% were children. Year over year, our fresh food program continues to expand, providing our clients with access to more produce.

Profile

Do you have a vision for positively impacting society, communities and families? What would you say if you had the opportunity to blend your experience in management, marketing and mentoring with your passion for helping people? If you're the type of person who can run a non-profit like a business while making people feel welcome and supported, if you thrive on building long-term partnerships with people and know that you're helping to change their lives, maybe we should talk.

Position

If you're a passionate and experienced leader who likes taking the reins at an organization that fulfills a crucial role in the community, the GCFP may be your next success story. This is an awesome opportunity if you're the kind of person willing to pitch in wherever needed. Reporting to the Board of Directors, the Executive Director will be responsible for day-to-day operations, financial oversight and smooth delivery of our services. A key element of the position is to strive for sustainability for the organization, which includes forging partnerships and applying for grants. Also, you will be accountable for attracting, motivating and retaining dedicated, capable volunteers. Crucially, you will share the founders' passion for providing local families and individuals with secure access to the food required for a complete and nutritious diet.

Key Duties & Responsibilities

- Oversee daily operation and administration of GCFP
- Work with Board of Directors on implementing strategic plan
- Update Business Plan and prepare annual budget for Board review

- Administer organizational funds, monitor cash flow and ensure budget adherence
- Prepare agendas for Board meetings and generate quarterly reports for review
- Establish positive, healthy and safe work environment for staff and volunteers
- Schedule work and supervise, mentor and delegate tasks to employees
- Coordinate recruitment and on-boarding and manage performance
- Actively support staff and volunteers and invest time in their development
- Keep up to date on matters relating to employment law and HR practices
- Develop relationships with external stakeholders, including government agencies, suppliers and business and community leaders
- Lead fundraising initiatives by researching new sources to increase revenue
- Organize and promote events via traditional media, website, email and social media
- Serve on committees relevant to food security and network at local level
- Represent GCFP at community activities and serve as media spokesperson
- Partner with other Food Banks and Food Banks Canada

What Would Make You a Strong Candidate:

We are looking for candidates who are smart and ambitious, brimming with positive energy. They love working at the tactical level, putting in all the work required to make an organization successful and performing every task with the highest degree of accuracy and care. They will also need the following skills and experience:

- Post-secondary degree or equivalent certification in Finance or Business Management
- At least 3 years of relevant experience, ideally in similar work environment
- Track record of successful collaboration with Board, attracting, retaining and mentoring staff and volunteers and developing stakeholder relations
- Outstanding relationship building, presentation, interpersonal and leadership skills
- Excellent time management skills and keen attention to detail
- Strong knowledge of employment standards legislation, human rights, occupational health and safety, budgeting, taxation and remittances
- Ability to write insightful reports and compelling proposals for Board review
- Experience working with social media platforms for business purposes
- Knowledge of community challenges and opportunities relating to mission
- Political acuity and sensitivity in various situations with diverse audiences
- Ability to connect with people from all backgrounds and varying degrees of experience
- Valid Ontario 'G' driver's license with clean driving record

How to Apply

We value diversity of talent, strength, knowledge and opinion and encourage qualified people to apply. If you are interested in working for an organization that makes a crucial difference for local families and individuals, please send your resume and cover letter to admin@georginafoodpantry.com.