

**Position:** Executive Director

**Organization:** LifeCycles Project Society

**Wage:** \$32 to \$37 per hour depending on experience and expertise plus benefits and 3 weeks paid vacation.

**Hours:** 37.5/week (the Board may consider a reduced number of weekly hours) – permanent position

For 28 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](http://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 manage our diverse projects in order to build sustainability and enhance organizational 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 be responsible for the organizational budget of approximately \$600,000 annually with a team consisting of five to 15 employees depending on the season.

## KEY RESPONSIBILITIES

### Governance and Planning

- **Strategic Plan:** Work with the Board of Directors to develop and implement the strategic plan.
- **Board Support:** Attend Board and committee meetings, provide required reports, and support board recruitment and orientation activities.
- **Risk management:** Identify and mitigate risks, seek opportunities for enhancing program/service delivery outcomes, and ensure ongoing implementation of organizational objectives.
- **Legal:** ensure organization is maintained in good standing with the BC *Societies Act*, Canada Revenue Agency, and WorkSafe BC; Ensure compliance with Employment Standards.

### Financial Management

- **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; support team members in actively participating in fund development; negotiate contracts for services; and seek other strategic avenues for fund development.
- **Fundraising:** Support organization fundraising plan including events and third party support.
- **Financial systems:** Manage financial systems, integrated accounting processes, invoicing, and contracts.
- **Bookkeeping:** support bookkeeper/ administrator in maintaining accurate records for all accounts and ensuring sound systems for efficient financial management of organization.

### Communication and Community Relations

- **Networks and Partnerships:** Participate on Government and other external Committees that provide opportunities to showcase and build LifeCycles' profile and unique value proposition.
- **Brand Development:** steward communications and marketing to build a consistent, strategic organizational brand identity. Support the development of annual communications plan including newsletters, social media and media releases.
- **Promotion:** act as spokesperson for organization at conferences, presentations and public events, and media inquiries.
- **Outreach:** Participate in community events and activities to showcase and promote LifeCycles; able to build respectful relationships with people who have been historically harmed by dominant food system practices, including Indigenous, Black and People of Colour whose customary food practices have been disrupted due to colonialism as well as people who have experienced food insecurity.

## KEY RESPONSIBILITIES CONTINUED

### **Team Leadership:**

- **Human Resources:** Ensure that bi-weekly payroll and benefits plans are effectively managed; Develop job descriptions and annually review and adjust, if necessary; Facilitate annual performance review process for all staff; Facilitate grievance process.
- **Hiring:** Lead hiring processes including interviews and reference check; ensure staff are effectively on-boarded and oriented.
- **Files:** Maintain complete and secure employee files and contracts. Ensure incidents are documented and appropriately retained.
- **Team Building:** 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; support regular staff meetings.
- **Evaluation:** 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 annual program plans.
- **Office Systems:** develop and maintain a modern infrastructure that supports records management, financials, and communications with membership and stakeholders.

## COMPETENCIES

- *Leadership:* mobilize, inspire, and support achievement and critical reflection towards LifeCycles' mission.
- *Inclusivity:* A strong commitment to human rights and the values of equity, diversity, and inclusivity.
- *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 by end of day **September 18, 2022** to the LifeCycles' Board Chair, Jess Gunnarson, via email at [jess.gunnarson@icloud.com](mailto:jess.gunnarson@icloud.com). You may contact Jess with any questions regarding this position after September 5. Applicants who may require accommodations in the competition process are asked to identify this in a separate email to Jess.

We thank everyone for their interest, but only those selected for interviews will be contacted.

*LifeCycles and its organizational policies seek to increase diversity and inclusion in the organization while seeking to understand and deconstruct hidden biases that unfairly privilege individuals and groups in the workplace and society. LifeCycles operates on unceded Coast Salish Territories, specifically of the Lekwungen and W\_SÁNEC peoples.*