



Executive Director Job Description

General Summary

The Executive Director administers the programs of the Nanaimo Community Kitchens Society. The Executive Director operates the programs under the direction of the Board of Directors. The programs aim to reduce the impact of poverty by facilitating people to prepare nutritious, low cost meals for themselves and their families. The Executive Director seeks opportunities to develop community kitchens throughout the greater Nanaimo area.

Responsibilities

1. Coordination of Programs, including the following functions:
 - Recruitment of participants.
 - Orientation of new participants.
 - Assessment of skills and needs of participants to ensure best placement in cooking groups.
 - a. The Executive Director participates in facilitation of programs and is responsible for:
 - Scheduling and communication of program dates, booking of facilities and child care.
 - Planning of sessions, including recipe write up and copying, guidance regarding food costs, nutritional value and preparation of shopping lists. Shopping for program as required. Evaluation of recipes used last session may be completed.
 - Facilitation of cooking sessions ensuring safe food preparation in a timely manner, with shared responsibility of tasks, management of food cost calculations and food subsidy (as applicable), resolution of conflict, kitchen cleanup and laundering of kitchen cloths and aprons.
 - b. Evaluation of the program through regular feedback sessions, :
 - On foods produced and evaluation of how well groups' needs are being met.
2. Administration of the Programs
 - Operate programs within the budgets set up by the Board.

- Work with the Board in the selection of additional program staff and the orientation and training of staff, contracted help and volunteers. This will include an outline of their responsibilities.
 - Maintain records of cooking group statistics (e.g. new groups formed, numbers in groups, numbers of meals prepared, volunteer hours, etc.).
 - Submit bi-weekly summary of hours worked and bi-weekly expenses to the treasurer as required.
 - With the Board, sell memberships and maintain membership files
 - Update NCK website
 - Maintain NCK Facebook page
 - Back up computer files and website regularly on external hard drive.
 - Work with the Board to produce an annual newsletter.
3. Program Development
- Establish new programs in consultation with the Board based on assessment of need and opportunities to serve the Society goals.
 - Work with the Board to write funding proposals or raise funds for new programs.
 - Be involved in delivering, maintaining and evaluating new programs.
4. Working with external funders:
- Maintain relationship and attend meetings as required.
 - Prepare reports, invoices, etc as required.
5. Communication with the Board of Directors
- The Board is the employer of the Executive Director. The Executive Director attends regular Board meetings at which she/he reports in writing on program developments and significant changes, progress, accomplishments and concerns.
 - The Executive Director brings to the Board any issue which could impact current goals and policies.
 - The Executive Director attends the Annual General Meeting of the Society and submits a written annual summary report.
 - The Board will provide guidance to the Executive Director through its policy, resolutions and meetings.
 - The Executive Director communicates with the Governance and Human Resources Committee for advice and clarification of personnel issues.
 - The Executive Director requests advice and clarification of items needing timely attention between regular Board meetings by e-mail or telephone communication with Board members.
6. Promotion of the Program

The Executive Director has a central responsibility in actively maintaining a positive image of Nanaimo Community Kitchens in the community and amongst its stakeholders, including the following activities:

- Distributing brochures.
- Communicating the programs' messages to the media in a clear and effective manner reflecting the Board's mission, goals and policies.
- Communicating the work of the organization; its mission, goals and policies and its needs through presentations to community groups and individuals.
- Maintaining appropriate contacts with funders, landlords, governments, sponsors and facilities where groups cook.
- Mentoring, networking and liaison with other community groups working in the areas of food access or starting a new group.
- Developing and maintaining program partnerships with other community agencies that promote food security.
- Organizing promotional material for public events.
- Sharing with the Board notice of community events, encouraging Board member attendance on behalf of NCK.

7. Fund Raising

- Work with the Board to raise funds.
- Write proposals for funding.
- Assist with the development of new programs and raise funds for same as the need arises.
- Ensure that final and interim reports for funded projects are completed.
- Ensure the collection and recording of program volunteer hours.

Job Qualifications

The Executive Director will bring to the position:

1. Critical Skills, Knowledge and Abilities:

- The ability to develop rapport with a wide range of people and to work as part of a team.
- An understanding of the realities of living within limited means.
- Strong organizational and management skills in a non-profit setting.
- Experience working with volunteer boards.
- Skills in human resources, program development and management, program evaluation, media relations, budgeting and proposal writing.
- Nutritional knowledge informed by evidence based science
- A broad range of cooking skills.
- The ability to manage multiple priorities.
- Strong group facilitation skills.
- Excellent written and verbal communication.
- A basic understanding of finance and accounting.

- Basic computer knowledge.
 - Ability to keep program records.
 - Current Food Safe Level 1 Certificate.
 - Current First Aid Certificate
2. Critical Personal Traits and Attitudes
- Dedication to the organization.
 - High degree of personal ethical standards.
 - Sensitive communication with people from varied cultures and socioeconomic backgrounds.
 - Ability to collaborate with others inside and outside of the organization to develop joint solutions to problems, issues and opportunities.
 - Willingness to work with the uncertainty of ongoing funding.
 - Flexible approach to program delivery.
 - Willingness to work independently within a flexible schedule.
 - Physical ability to lift, to carry and transport kitchen equipment and bags of food.
 - Valid driver's license and the use of a reliable vehicle.

Performance Evaluation

The Executive Director will be evaluated annually in terms of clearly defined criteria and standards, using a mutually agreed upon assessment tool. Roles and expectations will be clarified prior to any review. The evaluation will be done by members of the Governance and Human Resources Committee.