



Job Title: Interim Executive Director
Start Date: February 1, 2021
End date: July 31, 2021
Supervisor: Koa Thornhill
Salary: \$63,000 (37.5hrs/week)
Benefits: \$1,000 reimbursement (Annual)

Black Creek Community Farm

We are an 8-acre farm in the heart of Jane and Finch neighbourhood in Toronto. We are a not-for-profit organization and a leader in Toronto's dynamic urban agriculture and community food sector. We serve and enrich our community through a thriving farm, healthy food, and hands-on training and learning experiences. Our focus is to inspire the next generation by providing leadership in food justice and supporting diverse and social ecosystems.

Scope of Work

Strategic Planning:

The Executive Director is responsible for developing and executing the short- and long-term strategic goals of the organization, organizational policy development and implementation, and evaluation of projects and campaigns. By engaging with the leadership of the Steering Committee, the ED leads the strategic planning and visioning process of the farm, ensuring the work of the farm is rooted in advancing food justice.

Leadership and Management:

The Executive Director provides leadership and direction on all aspects of BCCF work within the scope of the mission, vision, and organizational strategic plan, with guidance from a strong and active Steering Committee. This includes direct oversight, management, and execution of BCCF's mission. The Executive Director leads the BCCF Management team in supervising BCCF staff and supporting their professional development, as well as ensuring all necessary policies and procedures are followed.

Fundraising and Communications:

The Executive Director is responsible for securing and growing the financial resources needed to carry out BCCF's mission. This includes developing and executing multi-year fundraising plans and cultivating support from individual donors, organizations, and foundations. The Executive Director is responsible for successfully securing funding from foundations, organizations, and government partners to support BCCF's vision and mission. As the primary spokesperson for the organization, the Executive Director is the public face of the organization, and will regularly give media interviews and public talks, organize events, and strengthen strategic relationships within and outside of the organization.

Responsibilities:

- Work with BCCF staff to ensure that the farm and the other BCCF programs complement one another and achieve the BCCF mission
- Demonstrate appropriate behaviours in line with our Mission, Vision and Policies outlined in the FoodShare Toronto and Black Creek Community Farm Manual
- Work with the management team to develop and implement performance assessment and review systems for the Management team
- Work with Steering Committee, providing regular reports on finances, programs, and relevant BCCF work in time for SC meetings
- Represent BCCF in the community to media and funding sources
- Strategic planning and implementation, works with the steering committee and staff to ensure that the mission of the BCCF is fulfilled through programs, strategic planning and community outreach
- Supervise managers in ensuring effective teamwork, high standards of work quality, and encourages a collaborative working environment
- Create and manage an annual organization budget, tracking and adjusting income and expense forecasts
- Lead service planning and evaluation processes for all programs using a community and participant centred approach that fosters community engagement, public accountability and the delivery of high quality programs and community activities
- Consult and collaborate with partners, community service providers and groups to ensure service coordination and delivery
- Identify, develop and manage various partnerships with community agencies, funders, local businesses and community members to provide accessible services
- Maintain monthly reports and statistics
- Collect, summarize and analyze statistical reports
- Other duties as assigned

Required Qualifications, Knowledge and Experience

- Demonstrated commitment to principles of food justice.
- Significant organizational leadership within the nonprofit sector.
- Proven track record in fundraising from government, foundations, and individuals.
- Minimum 3 years in a leadership role in a social services organization with a demonstrated and in-depth working knowledge of specific community, environmental based programs and services.
- Demonstrated ability to inspire, lead, motivate and develop project coordinators and effective cross departmental program/service delivery.
- Strong organization management and organization skills, with the ability to research, and initiate new programs, as well as track and evaluate program results.
- Proven ability to formulate and develop creative and sound operational policies, procedures and strategies.
- Ability to manage multiple projects, set priorities and adhere to deadlines.
- Strong community development focus, with the ability to operate effectively in a constantly changing environment.
- Ability to build strong relationships with diverse groups of internal and external stakeholders.
- Ability to communicate effectively, both orally and in writing; proficient at a level appropriate for this position.
- Demonstrated experience managing administrative and financial activities associated with program operations including report and grant writing, well-developed budget and variance reporting.

- Working knowledge of statistical methods of data collection analysis.
- Strong attention to detail.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Cultural or linguistic fluency as highly represented in the Jane/Finch community, an asset.
- Proficiency in MS Office applications, Google applications, and comfort utilizing social media/website.

Description of Work Area

- **This position's main work location during Covid-19 pandemic will be from home with occasional farm visits.**
- Repetitive tasks such as bending, crouching, lifting and reaching
- some shifts standing and working on your feet
- Use of hand tools
- Regularly lifting 10 lbs
- Working outdoors in all kinds of weather (heat, sun, rain, cold)
- Working some evenings and weekends and holidays

Location(s) of Position: Black Creek Community Farm, 4929 Jane Street

The successful applicant will be required to obtain, or show proof of, a valid Vulnerable Sector Check and Standard First Aid and CPR certification.

TO APPLY: Please send your cover letter & resume in one PDF document to BCCF Hiring Committee – at hr@blackcreekfarm.ca by 5:00 pm on **Thursday December 31st, 2020**. Please put in the Subject of email, your first & last name and the position you are applying for.

Please Note:

Black Creek Community Farm is a member of FoodShare Toronto's [Supportive Partnerships Platform](#), as such, the successful applicant will be an employee of FoodShare Toronto, working with Black Creek Community Farm.

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors

If you feel you need accommodation because of illness or disability, please do not hesitate to contact leticiad@blackcreekfarm.ca. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.