



## Growing Chefs – Executive Director

### Position Profile and Job Description

Support healthy, sustainable, just food practices and systems. Improve the health and nutrition of kids and youth. Make local, sustainable food accessible. Connect communities through food.

#### **Organization Summary**

Too many kids lack access to fresh, healthy food. Growing Chefs is on a mission to change that. Our vision is a world with healthy, just, sustainable food practices. We believe food can be a powerful catalyst for positive change in the lives of kids and youth. Working with volunteers from the chef and restaurant industry, Growing Chefs engages kids in hands-on food literacy activities with the whole food cycle—from seed to plate to compost—provides access to healthy, nourishing food. Growing Chefs is where kids' connection to food takes root.

Growing Chefs is committed to equity. We prioritize qualified applications from underrepresented groups including trans and gender variant persons, Indigenous persons, persons of colour, and persons with disabilities.

We encourage people who face barriers to employment to apply, and if there is anything we can do to shape the recruitment process to best fit their needs to let us know.

#### **Executive Director's Roles and Responsibilities**

Working closely with the Board of Directors, the Executive Director (ED) supports the development and implementation of the strategic plan that guides the organization. The ED provides leadership for the staff, programs, organizational operations, and the execution of the Growing Chefs mission.

The position reports directly to the Board of Directors, through the Chair. The ED is responsible for:

- Developing and ensuring implementation of the strategic plan alongside the Board of Directors



- People and culture
- Organizational operations
- Donor prospecting, cultivation, and engagement
- Communications and community engagement
- Acting as the public face of the organization

### **Leadership and Governance**

- Work with the board and staff in developing a vision and strategic plan to guide the organization:
  - Identify the required resources to achieve the goals and objectives of the strategic plan
  - Drive the creation and renewal of these plans
- Advise on situational and environmental considerations, opportunities, and possible directions to develop the strategic plan
- Assess and monitor all aspects of the organization's activities and allocate resources where they can best support the strategic plan
- Develop an annual operational plan with goals and objectives that support the organization's strategic direction and oversee its implementation
- Oversee the efficient and effective day-to-day operation of the organization
- Work with the board in matters of policy and organizational development and act as a professional advisor to the board on the organization's activities
- Assess and monitor all aspects of the organization's activities and allocate resources where they can best support the strategic plan
- Draft policies as needed for the approval of the board, review them periodically, and develop procedures to implement them
- Support the Governance Committee in board development and engagement
- Act as a spokesperson/public face for Growing Chefs and establish and maintain positive relationships with all significant stakeholders, including:
  - Community
  - Media
  - Industry
  - Donors/funders
  - Partnerships
  - Volunteers
  - Government



- Foster effective teamwork with the board and the staff:
  - Facilitate communications and relations between board members
  - Facilitate communications and bridge-build relations between board and staff
- Possess fluency and understanding of the Growing Chefs mission: food security, food literacy, food systems, agriculture, health and nutrition, chef community/industry, local farm networks
- Stay abreast of emerging issues/trends connected/related to mission and maintain awareness and connection to issues emerging in non-profit sector
- Help lead the organization through a conscious decolonizing process, access appropriate resources and community experts to support board and staff through decolonization process

### **Fundraising**

The ED must be comfortable making 'the ask', and will work with the Development and Communications Director and Fundraising Committee to:

- Foster an understanding of philanthropy within the organization
- Develop and implement a strategic fundraising plan that will provide revenues to support the strategic direction of the organization
- Monitor and evaluate all fundraising activities to ensure that critical fundraising processes and documentation are effective, timely, and ethical
- Identify and cultivate new fundraising prospects and opportunities
- Monitor and ensure procedural compliance and regulatory compliance (with CRA)
- Ensure effective implementation of donation processing
- Recognize and steward existing donor relations
- Engage staff and board in donor cultivation and stewardship
- Oversee fundraising events and activities, and when necessary, involve third parties to ensure professional delivery of events

### **Financial Management and Administration**

- Work with the Finance Committee to prepare an annual budget
- Ensure that staff follow established bookkeeping and accounting procedures and any applicable legislation
- Administer funds according to the approved budget



- With the support of the Finance Committee, monitor Growing Chefs financial resources monthly, reforecast on a quarterly basis, and provide the board with comprehensive, regular reports on revenues and expenditures
- Organize AGM and maintain regulatory compliance
- Work with staff to organize, coordinate, and support board meetings
- Oversee all HR administration, including payroll, vacation/sick day tracking, etc.
- Manage all IT systems
  - G Suite and Google Drive
  - Computer set up/security

### **Communications**

- Develop and implement a communications plan to identify communications goals, targets, and strategies to support Growing Chefs
- Drive and develop effective communication of organization mission and impact and oversee creation of communications and marketing collateral

### **People and Culture**

- Establish a positive, supportive, healthy, engaging, and safe work environment and develop and maintain a culture aligned with the organization's HR culture policy
- Provide stewardship and team building opportunities to develop and maintain a strong/healthy team and dynamic/good team relations
- Develop and implement human resources policies, procedures and practices including the development of job descriptions and employment agreements for all staff
- Drive creation and updates of HR resources, including HR manual and Onboarding/Training manuals
- Determine staffing requirements. Hire, recruit, and supervise staff and consultants, and discipline or terminate when necessary using appropriate and legally defensible procedures
- Submit employee contracts for legal review
- Oversee and support staff to achieve operational goals, respond to emerging issues, and ensure excellence
- Conduct one-on-one bi-weekly meetings to coach, mentor, support, and advise staff
- Hold staff accountable to operational goals
- Provide training and coaching opportunities to grow staff abilities



- Engage staff in collaboration, decision making, organizational vision, and operations plan
- Implement a performance management process that includes ongoing feedback and regular performance review
- Encourage staff camaraderie and positive interaction through staff get-togethers, shared activities, and relationship building
- Communicate HR changes and developments to the Board of Directors and the HR Committee, provide board with insight into HR culture and environment

### **Community Relations/Advocacy**

- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations
- Encourage collaboration and supportive relationships with organizations and businesses with similar goals and objectives

### **Risk Management**

- Develop a risk management plan to address potential risks to Growing Chefs participants, staff and volunteers, property, finances, goodwill and image, including the security of electronic data and the privacy of personal information
- Implement measures to manage or mitigate any risks identified
- Ensure that Growing Chefs carries appropriate insurance and that personnel understand the limitations of the insurance coverage

### **Board Administration**

- Provide support to the board officers and committee chairs in scheduling meetings and preparing agendas and materials for the board and board committees
- Provide ongoing and regular updates to board and board committees
- Provide direction and guidance for succession planning
- Select content for board focus and works with board to drive organizational direction
- Seek to understand organization's historical context in past relationships and operations



### **Program Planning and Management**

- Support Program Director to oversee the planning and implementation of Growing Chefs programs, creation of effective recruitment strategies, and management of volunteers
- Identify and help develop new programs and new program collaborations (that are aligned with strategic plan/vision)



## **Candidate Profile**

### **Leadership and Personal Qualities:**

- A passionate changemaker connected to the vision and mission of Growing Chefs
- Knowledgeable on issues pertaining to food security, food literacy, local food systems, agriculture, health and nutrition, and the chef community/industry.
- Abreast of emerging issues and trends related to mission and the nonprofit sector
- A creative and strategic thinker and decision maker with a systems change approach.
- Possesses robust knowledge of operational management, capacity building, organizational infrastructure, and governance best practices.
- Regularly looking for ways to improve and grow.
- Possesses a philosophy of shared leadership and a collaborative approach that is rooted in mutual respect, and open, honest communication.
- Leads by influence, not authority. Strives to be the kind of leader staff want to work for and leads by example. Leads with authenticity and empathy and without ego.
- Able to lead, influence, mentor, and motivate a team to accomplish goals and create change.
- Fosters a culture of inclusion and trust through openness, honesty, integrity and listening.
- Can coach, mentor, engage, and support staff in a manner tailored to help them thrive.
- A relationship builder. Able to effectively engage and inspire others. Values personal relationships and facilitates bridge building and relationship building.
- Able to steward past relationships with key stakeholders and establish new ones.
- Has ties to and understanding of the chef community.
- Demonstrates sound judgment and sensitivity.
- Diplomatic and infinitely patient.
- Resourceful, entrepreneurial, and tenacious. Have a track record of doing a lot with a little—of thinking creatively and pushing boundaries. Able to inspire the team to think bigger and do more. Willing to participate in all aspects and roles within the organization.
- Able to work hands-on leading a small team and to juggle multiple competing priorities.



- Willing to take reasonable risks and manage through uncertainty to achieve strategic goals.
- Fortright and compelling communicator with excellent written, verbal, and presentation skills.
- Open to new ideas, accepts feedback, and prioritizes curiosity.
- Excited to think beyond what we have done in the past and interested in pushing the organization to do more.
- Able to inspire board, staff, funders, and other organizational stakeholders to work together towards a shared vision. Uses strategic communications to create alignment.
- Can maintain perspective on the big picture and understand how all aspects of the organization (staff, operations, volunteers, strategic thinking, funding, board, community, partner organizations) relate to each other, while operating from the centre of these.
- Excels at strategic thinking and design thinking.