



## Co-Executive Director, Programs & Operations 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.

### **Roles and Responsibilities**

Working closely with the Board of Directors and Co-Executive Director, Communications and Engagement, the Co-Executive Director, Programs and Operations supports the development and implementation of the strategic plan that guides the organization. The Co-EDs provide 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/Co-Chairs. The Co-ED, Programs and Operations is responsible for:

- Developing and ensuring implementation of the strategic plan alongside the Board of Directors
- Overseeing the development, delivery, and operations of all Growing Chefs programming and related activities
- 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**

**Lead:** Co-Executive Director, Programs & Operations

- Work with Co-ED, 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 programs and organization strategic plan
- Assess and monitor all aspects of the organization's activities and allocate resources where they can best support the strategic plan
- With Co-ED, develop an annual operational plan with goals and objectives that support the organization's strategic direction; 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



- 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
- With Co-ED, 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
- With Co-ED, 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 food literacy, food justice, and the nonprofit sector
- With Co-ED, help lead the organization through a conscious decolonizing process, access appropriate resources and community experts to support board and staff through decolonization process

## **Fundraising**

**Lead:** Co-Executive Director, Communications & Engagement

The Co-EDs must both be comfortable making 'the ask', and will work with the engagement team and Fundraising Committee to:

- Support the Co-ED to foster an understanding of philanthropy within the organization
- Assist with Growing Chefs donor stewardship and recognition



- Assist with the identification of new donor and funding opportunities for existing and new programming
- Assist with researching for and the development of building the case for support for program funding
- Provide program information and metrics for use in fundraising campaigns and promotional materials.

## **Financial Management and Administration**

**Lead:** Co-Executive Director, Communications & Engagement

- Develop and manage annual programming budgets
- Work with the Finance Committee and Co-ED 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
- Assist Co-ED and 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
- With Co-ED, organize AGM and maintain regulatory compliance
- Work with staff to organize, coordinate, and support board meetings
- Oversee HR administration, including payroll, vacation/sick day tracking, etc.
- Assist with management of all IT systems
  - G Suite and Google Drive
  - Computer set up/security
- Oversee and ensure effective and safe data management practices for Growing Chefs CRM for all volunteers, donors, and Growing Chefs constituents.

## **Communications**

**Lead:** Co-Executive Director, Communications & Engagement

- Support the development of communications plan to identify communications goals, targets, and strategies



## People and Culture

### Lead: Co-Lead

- With Co-ED, establish a positive, supportive, healthy, engaging, and safe work environment for all staff, volunteers, and program participants and develop and maintain a culture aligned with the organization's HR culture policy
- With Co-ED, 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 related to programs and general operations including the development of job descriptions and employment agreements for staff
- Drive creation and updates of HR resources, including HR manual and Onboarding/Training manuals
- Determine programs staffing requirements. Hire, recruit, and supervise programs staff and consultants, and discipline or terminate when necessary using appropriate and legally defensible procedures
- Submit programs staff employee contracts for legal review
- Oversee and support programs 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 programs staff
- Hold staff accountable to programming and operational goals
- Provide training and coaching opportunities to grow programs staff abilities
- Engage staff in collaboration, decision making, organizational vision, and operations plan
- With Co-ED, implement a performance management process that includes ongoing feedback and regular performance review
- With Co-ED, 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**

**Lead:** Co-Executive Director, Programs & Operations

- 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
- Represent Growing Chefs at conferences, and on committees and panels that align with the Growing Chefs mission and vision, and work to collaborate with community allies

## **Risk Management**

**Lead:** Co-Executive Director, Programs & Operations

- 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**

**Lead:** Co-Executive Director, Communications & Engagement

- 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 programming and advocacy updates to board and board committees
- Assist with providing 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



## **Programs Planning and Management**

**Lead:** Co-Executive Director, Programs & Operations

- Support Manager, Programs and Operations to oversee the planning and implementation of Growing Chefs programs, creation of effective recruitment strategies, and management of volunteers
- With Fresh Roots ED, drive the executive leadership, strategic direction, promotion, and communications regarding LunchLAB.
- Identify and help develop new programs and new program collaborations (that are aligned with strategic plan/vision)
- Lead the development, implementation, and application of program evaluation and KPI tracking and reporting
- Identify and develop new programs and new program collaborations (that are aligned with strategic plan/vision) and lead strategic discussions about program growth and program development for new and existing programs.
- Effectively manage relationships with Growing Chefs partners, coalitions, food literacy networks, and school districts
- Develop necessary frameworks, policies, procedures, and resources to ensure the volunteer base is providing effective, safe program delivery and is compliant with all school policies, including all health and safety policies and practices. Take necessary steps if volunteers are non-compliant.

Perform other duties, as needed



## **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.
- Experience with development, coordination, and delivery of volunteer-led or educational programs
- Abreast of emerging issues and trends related to food literacy and justice in B.C. and the nonprofit sector
- A creative and strategic thinker and decision maker with a systems change approach.
- Possesses robust knowledge of program delivery, volunteer management, 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 existing and build new relationships with key stakeholders.
- 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.
- Forthright and compelling communicator with excellent written, verbal, and presentation skills.
- Open to new ideas, accepts feedback, and prioritizes curiosity.
- 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.

