

CHILD NUTRITION COUNCIL OF MANITOBA

EXECUTIVE DIRECTOR POSITION

The Executive Director is the key management leader of the Child Nutrition Council of Manitoba. The Executive Director is responsible for overseeing the administration, programs and implementation of the strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with the Board in order to fulfill the organization mission.

- Responsible for leading the Child Nutrition Council of Manitoba in a manner that supports and guides the organization's mission and strategic plan as defined by the Board of Directors.
- Responsible for actively engaging and communicating effectively with Child Nutrition Council of Manitoba board members, providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions, and as well serving as ex-officio of each committee.

2) Financial Performance and Viability: Works with the board to develop and monitor resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Child Nutrition Council of Manitoba, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately describe the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the Board approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for complete and timely response to the Board appointed auditor, in all aspects of organizational audit and requirements.
- Responsible for fundraising and developing other resources necessary to support the Child Nutrition Council of Manitoba's mission and strategic plan.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the Child Nutrition Council of Manitoba's programs that carry out the organization's mission.

- Responsible for the development and implementation of effective systems to track progress and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders, and other clients.
- Responsible for implementation of the strategic plan as established by the Board to ensure that Child Nutrition Council of Manitoba can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Child Nutrition Council of Manitoba's image by deepening and refining all aspects of communication, being active and visible in the community, and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees the organization's resources to effectively implement and manage all programs and operations.

- Responsible for effective administration of Child Nutrition Council of Manitoba operations, in keeping with Board approved annual budget and all established policies, procedures and practice.
- Responsible for the hiring, supervision and evaluation of all Child Nutrition Council of Manitoba employees, ensuring staff are competent and qualified.
- Reporting regularly to the Board on staffing status and concerns, including any and all recommendations for Board consideration of employee or contractor dismissal.
- Responsible for participation in the development, review and co-signing of all contractual notes, agreements, and other instruments made and entered into and on behalf of the organization, in collaboration and with co-signature of the sitting Board Chair or Executive Committee.

Professional Qualifications:

- A bachelor's degree in education, the social sciences or a related course of study OR an equivalent combination of education and experience.
- Demonstration of effective, transparent and high integrity performance in establishing and fostering relationships with stakeholders.
- Five (5) years of relevant management experience in a nonprofit environment.
- Demonstrated proficiency in budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities in a team environment including planning, delegating, program development and reporting, and task facilitation.
- Ability to convey a vision of Child Nutrition Council of Manitoba's strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Strong written and oral communication skills, including public speaking ability.

- Demonstrated ability to oversee staff operations.
- A history of effective collaboration with external colleagues.
- Consistent ability to present in a respectful and professional manner.

Actual Job Responsibilities:

1. On-going responsibility for the operational planning and implementation of actions towards meeting the goals of the organization's Strategic Plan as established by the Board of Directors.
2. Developing and implementing an annual budget, including initial presentation to, for the approval of, the Board of Directors.
3. Oversight, monitoring and reporting on all financial transactions in relation to the Council's daily operations.
4. Oversight, adherence to and administration of established policies and procedures for all functions of the day-to-day operation of the Council.
5. Awareness of emerging issues that require presentation of information and recommendations to the Board, for consideration of amendments to existing organization policies and Board approval of resulting amendments.
6. Supervise and collaborate with organization staff in a leadership capacity.
7. Serve as Child Nutrition Council of Manitoba's primary spokesperson to the organization's stakeholders, the media and the general public.
8. Establish and maintain relationships with various organizations throughout Manitoba and Canada and utilize those relationships to strategically enhance Child Nutrition Council of Manitoba's Mission.
9. Report to and work closely with the Board of Directors to ensure their awareness and involvement in policy decisions, major fundraising efforts and to increase the overall visibility of the organization.
10. Ensure the organization of all Board and committee meetings, including the annual general meeting (AGM).
11. Oversee and ensure successful completion of the school nutrition program grant application and allocation processes, including all related presentation of material to the Board of Directors.
12. Prepare and submit all interim and final reports as stipulated by all funding partners and in accordance with established schedules and requirements.
13. Implement and oversee marketing and other communications efforts, reporting to and as discussed by the Board of Directors.
14. Develop, implement and monitor contracts for services, in adherence to the approved annual budget and any subsequent amendments thereof.
15. Other duties as assigned by the Board of Directors.

Compensation commensurate with experience and other relevant qualifications.