

POSITION POSTING

Project Director, BC Food Systems Network

Term: One year with possibility of extension
Part-time: 30 hours (four days) per week to start
Work from home office

From Canada's big cities to its remote land, waters, and rural communities, Tides Canada provides uncommon solutions for the common good.

Our mission is to help Canadians secure a healthy environment in ways that promote social equity and economic prosperity. To tackle the complex environmental and social problems that we face in Canada today, Tides Canada provides strategy, expertise, and tools to ensure changemakers can get from vision to impact.

Position Overview and Vision

The [BC Food Systems Network](#) (BCFSN) is a project on the Tides Canada Initiatives (TCI) shared platform. The BCFSN works to create healthy, just and sustainable food systems in British Columbia by strengthening connections, nurturing capacity, and supporting joined-up food policy at all levels of government. The BCFSN works in partnership with farmers and ranchers, fishers, First Nations, and people in communities working to rebuild their food systems from the ground up.

The BCFSN is currently developing a significant collective impact initiative as well as managing two other program areas. The BCFSN Steering Committee is in a process of discernment about optimal structures and ways forward for the organization and its programs. We are looking for a **Project Director** who will appreciate the moment and its opportunities and who can bring both a strong vision for how the BCFSN can realize more of its potential and a strong set of management skills and tools to deliver results. The Project Director leads the BCFSN, developing key relationships, ensuring delivery of projects, and seeking out resource opportunities to ensure that the projects are well supported. The Project Director also leads a small staff team, manages communication and meetings with the Steering Committee, and supports the organization's operations.

If you are looking for a fast-paced and challenging changemaker role in BC food systems at the intersection of community advocacy, academia and policy makers, and with potential for significant impact through your work, we would love to hear from you.

[Please see the full Job Description for this position](#)

Anticipated start date: November 1, 2017 or as negotiated.

Location: BC, from a home office. The Project Director needs to be able to get to Vancouver reasonably easily for occasional face-to-face meetings with Tides Canada, funders, or the Steering Committee.

Salary: Range starting from \$62,000 per annum (0.8 FTE), commensurate with experience; may be negotiated to include benefits.

Key Responsibility Areas

Program Strategy and Content: The Project Director manages, supports and coordinates a network of individuals and organizations to achieve our vision and mission and makes strategic decisions in dialogue with the Steering Committee and Tides Canada. On a day-to-day basis, the Project Director's role is currently largely focused on project delivery.

Organization and Program Management:

Under the direction of the Steering Committee, the Project Director is delegated the authority and responsibility to oversee all aspects of the BCFSN's work. With the assistance of a part-time Operations Manager, the Executive Director is also responsible for BCFSN operational leadership, which includes:

- *General management and administration:* program implementation, fund development (grant writing, fee for service, fundraising), operational supervision, regular project reporting, ensuring compliance with TCI procedures and funder agreements, internal and external communications (newsletter, website, listserv), and membership development
- *Financial administration:* ensuring financial health of the BCFSN, which includes working with staff to draft budgets and financial statements from the TCI system for Steering Committee review and managing invoices and expense claims as required
- *Human resources management:* supervising staff (and volunteers where applicable), liaising with contractors and ensuring all HR paperwork is up to date and in compliance with TCI procedures

Required Qualifications and Experience

- Ability to visualize success for the BCFSN and articulate the vision and inspire others (funders, TCI, Steering Committee, staff) as well as turn the vision into projects that ensure results can be delivered over the short, medium, and long term
- Undergraduate degree in an area that can usefully inform work in sustainable food systems (e.g. agriculture, food system planning, food/environmental studies, environmental sciences, public administration, law, political science, public health, social work or other relevant area of studies) or equivalent, such as 5+ years' related program leadership experience and training
- Demonstrated/strong track record of successful project management experience
- Demonstrated/strong track record of successful facilitation or other process management experience (e.g. facilitation, conflict resolution, news media or social media)
- Non-profit management experience, including successful fundraising track record for a department or organization in the \$200,000+ per year budget range
- Governance experience (working with a volunteer Steering Committee or Board of Directors and supporting strategic planning and decision making)
- Financial management experience (general understanding of non-profit budgeting, accounting and financial statements)

How to Apply

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your education, skills and experiences are a good fit for this position.
4. Briefly tell us about your current/most recent job. Why are you looking for a change?
5. What excites you about the challenge of realizing sustainable food systems?
6. How in the past, and how in this position, do you see yourself balancing the visionary, inspirational and fundraising side of this work with the practical, management and operational side?

Please send your resume and cover letter with your responses to the above questions to **Attn: BCFSN Steering Committee** at info@bcfsn.org by close of day on **October 16, 2017**. Please indicate "**BCFSN Project Director**" in the subject line of your email. **Thank you.**

For more information, please visit:

www.bcfsn.org

<http://tidescanada.org/approach/shared-platform/>

***As the BC Food Systems Network is on Tides Canada's Shared Platform,
the selected candidate will be an employee of Tides Canada.***

***Tides Canada is strongly committed to creating a diverse workplace environment and
we welcome and encourage applications from the communities we serve.***

We are proud to be an equal opportunity employer.

***Tides Canada will provide accommodation during all steps of the hiring process, upon request, to
applicants with disabilities. Please advise us if you need any accommodation.***

***Our sincere appreciation to all those expressing interest in the position, however,
only those applicants invited for an interview will be contacted. Thank you for your interest!***

No phone calls or recruiters please.