



Job Posting

Executive Director - Urban Bounty (Richmond Food Security Society)

Position Overview:

Urban Bounty (UB) is seeking a visionary and community-minded Executive Director to lead our charity in advancing a resilient Richmond food system through education, advocacy and community building initiatives. Reporting to the Board of Directors, the Executive Director drives program development, enhances our brand and fosters transparent relationships with stakeholders and Board members.

We live the values of the Richmond Food Charter, and we courageously engage our community to address challenges. We build community, have fun doing it, and hope to create long-term, tangible, systemic results.

We acknowledge that we live and work on the ancestral, traditional, and unceded territory of xʷməθkʷəy̓əm (Musqueam) peoples.

Key Responsibilities:

- Develop and implement strategies aligned with UB's mission and Board's vision to foster growth and sustainability
- Engage the board and staff in meaningful processes to set priorities and develop UB's strategic plan
- Oversee program planning, implementation, evaluation and financial management
- Build strong connections with the community while maintaining a deep link to the land and our mandate
- Maintain effective working relationships with the Board characterized by open communication, respect and trust
- Drive staff and Board development by promoting recruitment, retention and training
- Represent UB to clients, funders, media and stakeholders through effective communication
- Strengthen UB's presence by enhancing marketing materials and social media outreach

- Collaborate with key funders and related organizations to enhance our impact
- Cultivate successful programs that align with UB's brand and community needs
- Foster transparency by implementing effective processes and maintaining an open line of communication with the Board
- Implement initiatives to expand our community presence and participation in events
- Engage with City of Richmond staff, committees and council members to advocate for food security

Qualifications and Requirements:

- Proven leadership skills and demonstrated ability to manage budgets, forecasting and grant writing
- Excellent written and oral communication skills
- Strong project management abilities and familiarity with digital platforms
- Management and supervisory skills, ability to motivate and lead a team of employees
- Understanding of federal, provincial and municipal legislation, regulations and compliance
- Knowledge of Indigenous ways of thinking, practices and cultural sensitivity
- Experience in the non-profit sector, board governance and community engagement
- Ability to work under pressure, balancing work/life demands
- Effective networking skills and strong public engagement history
- Preferred: Richmond resident, able to work comfortably with collaborative productivity platforms such as Google Workspace or Microsoft Teams
- Preferred Languages: English is essential. Proficiency in any of Cantonese, Mandarin, Punjabi, French and Farsi would be an asset

Working Conditions:

This full-time permanent position requires 37.5 hours per week, with occasional weekends and evenings. The role is primarily based from the Urban Bounty office in Paulik Park (7611 Ash St., Richmond, BC, V6Y 2S2) and includes travel within Richmond for meetings, programs and events. Occasional travel outside Richmond and the Lower Mainland may be required. Some remote work may be required.

Salary: \$80,000 starting and subject to negotiation based on experience. Benefits negotiable.

Application:

To apply, please send your resume and cover letter to secretary@urbanbounty.ca. Applications will be accepted until 23:59 on September 17, 2023. We encourage applications from women, Indigenous people, people of color, LGBTQ2+ and diverse communities.

We thank all applicants for their interest, however we will only contact qualified candidates.