

Project SHARE is currently accepting applications for the full-time position of:

Executive Director

Position summary:

On behalf of the Board of Directors, and in accordance with the mission, vision and values of the organization this position is responsible for providing the leadership and administering, planning, organizing, directing and monitoring Project SHARE operations, resources and services to the Niagara Falls community.

This appointment calls for a purpose driven, collaborative leader who is not afraid to roll up their sleeves, dive into complex challenges and lead a high performing team towards a future where none of our neighbours go hungry.

The responsibilities of this position include working with a leadership team and supporting staff to ensure the objectives of the organization are met with:

- The Board of Directors and strategic priorities
- Client-centred service provision
- Community and public relations
- Program administration
- Finance/fund development
- Human resource management
- Facilities management

Responsible to: Board of Directors, Project SHARE

Primary Responsibilities:

1. Develop strategic and operational plans in collaboration with the Board of Directors and leadership team to advance the mission, vision and values of Project SHARE.
2. Enhance, foster and facilitate revenue generation, financial sustainability and improved client centred service delivery.
3. Oversee operations to ensure efficiency, quality and the cost-effective management of all resources.
4. Identify collaborative partnership opportunities and networks within the not for profit sector, community groups, foundations, social agencies and key contacts with public and private sectors.
5. Develop and implement performance targets, administer operational policies, procedures and standards to meet organizational objectives and strategic priorities.
6. Draft, review and monitor operational budget, financial reports and statements for the presentation and approval of the Board.
7. Coach, develop and evaluate the performance of staff, creating a high performing, mission driven team. Foster a culture of employee engagement and recognition
8. Promote Project SHARE through marketing/media sources, developing relationships and professional networks with funding agencies and all levels of government.
9. Represent the organization at various community events, committees and networks. Monitor, foster and assess a program of community relations which facilitates greater community awareness of the objectives, needs and importance of Project SHARE while advocating for long term solutions for housing and food security.
10. Oversee fundraising and support network through personal contacts, funding agencies, fundraising events, promotions and other related activities.
11. Represent Project SHARE on the condo board and develop a strategy for ongoing maintenance and upgrade of the building and fleet, ensuring a safe, clean and appropriate physical facility for staff, public and clients.

12. Maintain, monitor and oversee an inventory of all food, equipment, capital items and make recommendations to the Board for replacement.
13. Encourage and foster the necessary training and professional development of staff, ensuring that individual performance objectives are achieved.
14. Prepare grant proposals, manage and report on grant funding to various funding agencies including The City of Niagara Falls and Niagara Region.
15. Attend board meetings, participate in board committees, maintain records and minutes, provide appropriate advice, reports, updates, information and directives for review ensuring compliance with charitable agency guidelines.
16. Monitor, review and assess client service delivery, data collection and statistical reporting as well as the acquisition, storage, inventory and distribution of client resources.
17. Actively participate in collaborative memberships with Feed Ontario and Food Banks Canada, and adhere to membership standards and guidelines. Contribute to the continued development of the local Feed Niagara partnership.

Skills and abilities:

- Passion for poverty alleviation and mission driven work.
- Knowledge of food insecurity, homelessness prevention and social justice.
- Excellent leadership and people skills, combined with good financial acumen.
- Strong marketing and fundraising experience.
- Outstanding verbal and written communication skills.
- Demonstrated ability to build networks and relationships with media, government agencies, foundations, volunteers, social service agencies and private sector partners.
- Experience in strategic planning, policy development and project management
- Success securing funding through grant applications and experience creating impact reports
- Strong technology skills including database management, social media management, and the use of Microsoft Office and Google Docs
- Adaptable to meet the community and agency needs.
- Ability to manage multiple projects simultaneously.
- Familiarity with Canada Revenue Agency guidelines for charities and the Ontario Non-Profit Corporations Act

Qualifications:

- Bachelor's degree or equivalent post-secondary education in business or social services
- Strategic and experienced leader with senior management experience in a registered charity or not for profit, social services preferred
- Valid Ontario driver's license and vehicle is required
- Satisfactory criminal record check
- Candidates must demonstrate commitment to advancing equity, diversity, inclusion and accessibility and to upholding the integrity of Project SHARE's mission, vision and values

Compensation:

Commensurate with experience, Project SHARE offers a competitive compensation package with an annual salary of \$88,088- \$114, 561.

Interested candidates should send their application to executivedirector@projectshare.ca by January 10, 2025.

Project SHARE is committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please contact us should you require any accommodation to participate in this posting, recruitment, selection and/or assessment processes.