

Executive Director

Agape Table

Description

The Executive Director is responsible for providing the leadership and direction required for the successful delivery of the mission of Agape Table:

- To enhance the lives of those in need in Winnipeg with weekday breakfasts and affordable healthy groceries.
- To welcome everyone to our table without judgment or bias
- To collaborate with other organizations to understand and respond to community needs, and connect our guests to other vital services to the best of our ability.
- To attract and engage compassionate volunteers, employees, and donors from all walks of life.

In addition to working with our guests, employees, volunteers and donors, the Executive Director's role is to ensure Agape Table is connecting and collaborating with other organizations. The Executive Director must establish him or herself and Agape Table as a visible and active presence in the community.

Responsibilities

Leadership and Relationships

- Serve as leader to all staff and as the chief administrator to the Board of Directors.
- Provide professional oversight to all functions operating within Agape and ensure the achievement of all goals.
- Lead the employees successfully through goal-setting, delegation, and effective communication with their guests.
- Partner with the Board of Directors to construct a strategic plan that guides the organization in providing services to the community.
- Advise and inform the Board of Directors on the operations of the organization, including both ongoing and emerging issues of importance that need to be addressed.

Operations and Facilities Management

- Manage the organization's day-to-day operations.
- Supervise and participate in the development, execution, and assessment of Agape's services, ensuring they reflect the mission set by the Board of Directors.
- Organize and draft the agenda and supporting reports for all Board meetings.
- Lead the development and maintenance of Agape's policies, procedures, and job descriptions, including obtaining approvals from the Board of Directors when required.
- Review policies and procedures annually and recommend improvements to the Board of Directors when required.
- Ensure that confidentiality is always maintained for all employees, volunteers, and donor documents.

Mission Outreach and Community Relations

- Act as the organization's spokesperson – promote Agape's mission and increase community awareness of Agape and its services.
- Identify and participate in events that will effectively establish community relations and enhance Agape's visibility, promoting the overall mission and services
- Establish working relationships with a broad range of community groups, all levels of government, and other organizations to work toward common objectives.
- Represent Agape on appropriate committees, networks, and joint projects.
- Monitor community needs to identify when changes in programs are required to serve the community effectively.

Human Resource Management

- Determine and meet staffing requirements to effectively implement and manage the organization's programs.
- Create a supportive and safe working climate for all employees and volunteers that is in accordance with provincial employment law and regulations.
- Ensure proper recruitment, hiring, and training of all new hires to develop a strong staff team that will contribute to the organization's mission and objectives.
- Oversee a performance management system that monitors staff performance and includes annual performance reviews for all employees.

Financial Administration

- Directly oversee all financial activities related to the annual and day-to-day operation of Agape Table
- Lead preparation of a comprehensive annual budget for approval by the Board of Directors.
- Partner with the Board of Directors to secure sufficient funding for the operation of Agape Table through proper research of donors and preparation of funding plans and proposals.
- Monitor all financial records and ensure that proper regulations and procedures are adhered to.
- Keep the Board of Directors informed through regular reports outlining the organization's revenues, expenses, and cash flows.
- Manage and monitor the organization's funds and cash flow according to the approved budget.

Position Requirements

Formal Education and Certification

- Post-secondary education with a focus on social sciences, community relations and/or business

Knowledge and Experience

- Must have a previous experience in managing a non-profit community resource-based agency.
- Must have experience in staff management.
- Experience, education or knowledge related to hunger, international development and/or non-profits
- Familiarity with PC and accounting computer applications.
- Experience in initiating, strategically planning, implementing, and evaluating programs and services.
- Aptitude for financial planning including operational budgets and forecasts.
- Strong record-keeping and documentation abilities.

Personal Attributes

- Ability to manage multiple projects/tasks at once: set priorities, develop a personal schedule, record goals, and track progress.

- Ability to develop connections with all people who walk through the door at Agape Table
- A relationship builder, able to develop and maintain positive connections in the community.
- Outcome driven with ability to respond to changing circumstances and priorities
- Strong understanding of mental health issues and ability to manage in times of crisis
- Problem solver. Able to assess issues and identify their causes, generate solutions, and make recommendations/decisions when appropriate.
- Excellent oral and written communication skills: speak, listen, and write clearly. Able to understand questions and convey appropriate information in response.
- Strong interpersonal skills, including an ability and motivation to work and interact with a variety of people, and experience and success in motivating and managing volunteers and staff.
- Team player. Able and willing to work alongside employees, volunteers and the board of directors
- Leader. Positively influence others to meet and exceed goals that are in the best interests of the organization and the community.
- Flexible. Work some irregular hours and some weekends when required.