

## **JOB POSTING: EXECUTIVE DIRECTOR**

The Agape Centre's board of directors is currently accepting applications for the position of executive director.

The Agape Centre's focus is food – good food. It delivers on that mission by serving 900 clients a month in the food bank, supported in part by an on-site thrift store. To learn more about the Community Food Bank (Agape Centre), [click here](#).

The executive director's role is to increase awareness, donations, and support of the Agape Centre by writing grant proposals, creating links in the community, and raising awareness of Agape's services. The executive director is also responsible for managing a several-thousand square foot facility, an \$800,000 budget, and a staff of 17. The executive director reports monthly to a strong governance board.

The roles and responsibilities of the executive director span several areas, but include:

- Uphold mission and values of the Agape Centre
- Manage staff and oversee the day-to-day operations of the facility and the programs and services it provides
- Prepare an annual budget, meet revenue targets, and prepare monthly financial reports
- Prepare grant submissions and funding proposals, explore new projects and funding opportunities
- In partnership with the board of directors, develop and implement a strategic plan with goals for business growth and longevity
- Other duties as assigned

The ideal candidate should possess a minimum of five years of management experience and a postsecondary degree or diploma. The ideal candidate is a visionary leader who excels at reaching out to the community for donations and support. They should have outstanding communication and people skills, as well as excellent computer skills.

The following qualities would be considered an asset:

- fundraising, food bank, and grant-writing experience
- bilingualism
- excellent organization and leadership abilities
- knowledge of industry legal rules and guidelines
- valid driver's license with access to reliable vehicle

Compensation for this role ranges from \$55,000 to \$60,000 for a flexible 40 hour work week. The successful candidate will have the opportunity to sign a permanent contract after the successful completion of a six-month probation period.

Please submit resume, cover letter, and one-page vision for the future of the Agape Centre by Friday, October 18 at 5 p.m. to [maurice@clqen.on.ca](mailto:maurice@clqen.on.ca).