

Job Description

At a time of unprecedented change within the organic and agricultural sector, COG is seeking a dynamic and passionate Executive Director who has an established knowledge of the organic sector and the practical skills necessary to help lead a national organization engaged in a wide range of practical project based programs and advocacy based endeavours. Successful applicants will demonstrate a thorough knowledge of the organic sector, program delivery, not-for-profit administration and financial management and reporting.

The successful candidate will help chart the course of COG's future as we work to promote, protect and expand organic and regenerative production across Canada while also addressing the ongoing challenges of the climate crisis.

Position Details

Job Type: Full time permanent

Schedule: Monday-Friday with occasional evening and weekend work as required

Salary: Commensurate with experience and in line with sector best practices

Requirements: Proven experience in financial management, fundraising and human resources. Applicants must be able to legally work in Canada and must be located near our offices in Ottawa, Ontario or be able to travel there frequently.

Assets: Fluency in French

Work Remotely: Temporary remote work is currently in place due to COVID.

Application Deadline: June 21st, 2021

Start Date: Summer 2021

COG is committed to upholding the values of equity, diversity, and inclusion. COG actively encourages applications from those who experience barriers to equity such as BIPOC and LGBTQ2S+ people. We invite you to inform us should you have any accessibility or accommodation needs.

Application:

We encourage all participants who meet or have experience in at least 80% of the below criteria to apply.

To apply send your resume and cover letter in a single PDF format to: hiring@cog.ca by June 21st, 2021. Resumes will be reviewed in order of submission.

POSITION SUMMARY: Reporting directly to COG's Board of Directors, the Executive Director ("the ED") is responsible for the leadership and management of Canadian Organic Growers (COG)

KEY RESPONSIBILITIES:

1. Organizational management

- a) Oversee all programs, services, activities and facilities; ensure that all program objectives are met and delivered
- b) Work collaboratively with the Board of Directors and staff to COG's Mandate and Strategic Plan
- c) Provide overall organizational and staff development, supervision and support
- d) Facilitate on-going strategic planning with appropriate staff and Board involvement
- e) Work with staff and Board to develop clear program goals and guidelines
- f) Ensure appropriate program reporting and evaluation
- g) Be alert to potential issues and opportunities (internal or external) that may affect the organization and ensure that proactive positions are taken.

2. Financial Administration

- a) Ensure responsible management of COG funding, accountability and sustainability
- b) Work with Board Finance Committee to develop effective financial planning and oversight
- c) Ensure that sound bookkeeping and accounting procedures are followed
- d) Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- e) Provide the Board with comprehensive, quarterly reports on the revenues and expenditures
- f) Ensure that the organization complies with all legislation covering taxation and withholding payments
- g) Develop and pursue business planning and revenue generation

3. Partnership and collaboration

- a) Develop, facilitate and sustain external relationships
- b) Pursue and respond to potential and effective partnership and collaborative arrangements
- c) Understand partners and develop complementary working relationships
- d) Provide support and capacity for important community and sector partners

4. Membership development

- a) Support the retention and growth of membership

- b) Provide support and capacity for regional and local membership activity and networking
- c) Represent membership interests through principled advocacy

5. Board support and leadership

- a) Liaise with and manage effective communication and reporting to Board
- b) Bring all appropriate issues and policy decisions to the Board in a timely manner
- c) Support Board Chair in coordinating and planning Board meetings
- d) Assist Board Chair and nominating committee to identify and integrate new members and provide for ongoing leadership development
- e) Provide and facilitate effective Board training, development and operational culture
- f) Develop and facilitate Board Committees, and organizational policies and procedures, and provide with competent staff support
- g) Help to maintain Board interest and enthusiasm

6. Fundraising

- a) Source prospective funding and develop relationships with funders
- b) Develop and submit funding proposals according to deadlines and program and budget requirements; report to Board on outcomes
- c) Make presentations when required
- d) Ensure grant administration and complete and professional funding reports
- e) Develop and manage a private donations strategy and other fundraising opportunities
- f) Explore and develop opportunities for revenue generating programs

7. Human resource management

- a) Determine staffing requirements for organizational management and program delivery
- b) Recruit, interview and hire staff that have the right technical and abilities to help further the organization's mission
- c) Ensure appropriate training, supervision and evaluation of all staff and consultants
- d) Determine appropriate human resource policies and procedures
- e) Develop and ensure a healthy, safe and inclusive work environment
- f) Coach and mentor staff as appropriate to encourage excellence and innovation
- g) Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- h) Facilitate and mediate any staffing and HR issues and communicate to the Board when appropriate

8. Communication

- a) Oversee the development of communications materials and strategy to ensure that the agency has a visible and effective public image
- b) Manage public relations

- c) Attend and present at various conferences and events
- d) Develop media strategy and respond to media
- e) Ensure that all staff and volunteers who interact with the public do so in an informed and effective manner
- f) Communicate with stakeholders to keep them informed of the work of the organization and to identify needs and opportunities in the community served by the organization
- g) Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

9. Risk management

- a) Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- b) Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- c) Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage
- d) Ensure the organization is in compliance with all laws and regulations

About COG:

Canadian Organic Growers (COG) is Canada's national organic farmer and consumer association and is a registered educational charity. COG offers training and resources to raise awareness about organics and to assist farmers and gardeners in adopting sustainable and commercially-viable, organic production methods. We are engaged in policy work and industry development at the local, regional and national level, and offer a voice for organic farmers and consumers to governments on matters related to regenerative and organic food and farming.