

Feed Niagara Manager

Overview

Feed Niagara is seeking a dynamic, collaborative and inspiring innovator to advance the strategic direction of Feed Niagara - a consortium of 10 Food Bank agencies across Niagara.

About Feed Niagara

Feed Niagara represents a consortium of Food Security agencies covering the Niagara Region. All 10 Feed Niagara agencies belong to both Feed Ontario and Food Banks Canada, aligning standards of excellence and best practices throughout these agencies. With over 500 collective years of experience providing Food Security programs in our communities, the members of Feed Niagara have a long history of serving communities across the Niagara Region.

Members Include:

1. The Salvation Army Fort Erie
2. Port Cares (Port Colborne)
3. The Hope Centre (Welland)
4. Pelham Cares
5. Project SHARE (Niagara Falls)
6. Community Care St. Catharines & Thorold
7. Newark Neighbours (Niagara on the Lake)
8. West Lincoln Community Care
9. Grimsby Benevolent Fund
10. Community Care of West Niagara

General Summary

The Feed Niagara Manager will optimize opportunities for Niagara's Food Security programs, identifying and mitigating unnecessary duplication of services, and advocating to raise awareness of food insecurity issues throughout Niagara. This project will bring formal structure to Feed Niagara while strengthening the individual and collective impact of each member agency.

The Feed Niagara Manager, in collaboration with the consortium, will bring structure and sustainability to this partnership by moving forward on a set of strategic directions aimed at eliminating food instability across the region. Each agency will understand its role in helping Feed Niagara achieve its goals, guided by the by-laws, policies and procedures developed along the way. Strategies will be developed to maximize and share food and other resources.

Feed Niagara Manager Key Responsibilities

Advancement of Strategic Initiatives

- Work with Feed Niagara to operationalize its mission, vision, and strategic plan, highlighting Feed Niagara's strategic priorities.
- Create measures, indicators of progress and achievement of objectives; regular monitoring and reporting.
- Manage the administrative and operational functions, including policy administration related to best practices.
- Establish a resource-sharing system among Feed Niagara members to increase efficiency and impact.
- Create a service inventory with easy access to information on the Feed Niagara website ensuring site visitors can find what they need in one place.
- Develop Memorandums of Understanding for projects and funding opportunities.

Marketing and Communications

- Create and implement a marketing and communication strategy with the goal of making Feed Niagara the voice of Food Security.
- Coordinate communication relating to Feed Niagara among the 10 Feed Niagara agencies.
- Update, maintain and monitor the Feed Niagara Website, Social Media platforms and related metrics.
- Develop a unified theme and messaging to support consolidated fundraising activities.
- Build relationships and create ongoing opportunities for key partners, stakeholders and donors.
- Provide leadership support for Fundraising Events (CAA Food Boost, Great Holiday Food Drive etc) in alliance with designated representatives of member agencies and community partners.

Administration/Records/Reporting

- Organize, attend, and provide administrative support for Feed Niagara meetings.
- Assist in the monitoring and control of the operating budget.
- Contribute to the preparation of grant reports and proposals.
- Maintain accurate records, program participation data etc. in hard copy and electronically.
- Update records and compile reports on a monthly basis.

Qualifications

- 4+ years of relevant experience at a management level.
- Familiar with the dynamics of food security systems.
- A team player with experience leading, coaching, and supporting staff and volunteer teams.
- Excellent relationship building, communication, and organizational skills.
- Aptitude for building collaboratives and achieving consensus where possible.
- Strategic and innovative thinker who can develop and implement new strategies and initiatives.
- Ability to speak passionately to a variety of audiences, ranging from one person to a room full of people about the monumental impact of Feed Niagara.
- Demonstrated ability to build relationships with agency leaders and staff, existing stakeholders, and foster relationships with new or potential supporters.
- Able to effectively oversee budgets, manage expenses and achieve strategic targets.
- Highly motivated, dynamic, proactive, and professional leader with the ability to promote unity and cohesiveness.
- Understanding and experience of best practices in operating and meeting the statutory and regulatory obligations of a non-profit organization.
- Proven financial, analytical, and problem-solving skills.
- Proficient computer skills.
- Knowledge of the Niagara region is an asset.
- A valid Ontario Driver's license and consistent access to a reliable vehicle are required.
- Able to work - evenings and weekends as required to attend meetings and events.

Position specific details

- This position will report to the Executive Director of Community Care West Niagara and will directly supervise one other Feed Niagara staff.
- The Feed Niagara Manager will be based out of CCWN's Vineland office.
- Travel throughout Niagara will be required.
- This is a full-time contract position, 1 Year, with possibility of renewal.

To Apply

- Qualified applicants are invited to send their resume and cover letter via email to Carole Fuhrer, Executive Director of Community Care West Niagara at info@communitycarewn.ca by Monday July 10, 2023.
Please refer to the position "Feed Niagara Manager" in the email subject line.
- Only those selected for an interview will be contacted.