



PROFESSIONAL JOB POSTING

Executive Director (ED) for the Ontario Farmland Trust (OFT)

Purpose of Position

The OFT is seeking a hard-working dynamic executive leader to take our Ontario farmland conservation efforts to a new level of success. **The person that we are looking for will bring demonstrated talent, energy and experience to the organization, particularly with respect to the pivotal leadership of all fundraising, marketing and promotion.** Our Executive Director will be a superior communicator who will add leverage to existing OFT relationships, further develop strategic partnerships with numerous stakeholders and maintain a highly functional team environment of staff and/or contract resources in policy, outreach and land securement. **With laser focus and passion, the ED will create and generate new fundraising initiatives, ensure good relations with all funders and grow the donor, financial, membership and supporter base.** The ED will engage governments at all levels in financial and policy support and lead staff and volunteer teams in the delivery of Trust priorities and projects.

Responsibilities and Accountability

The ED is accountable to the Ontario Farmland Trust Board and its Chair, manages all programs and coordinates the activities of the OFT. Key position responsibilities include:

- Fundraising, communications, community outreach and donor relations
- Supervision of staff and management of contract and project based staff
- Financial management and annual budgeting for all programs and services
- Government relations, partnership development and stakeholder networking
- Executive support in the functioning of the Board, Committees and task groups
- Ensure that office systems, record keeping and administrative procedures are effective, efficient, in compliance with charity law and consistent with Board direction and policy

Qualifications and Experience

- a) Five to ten years of program management with non-profit organizations or the equivalent in leadership and administration of a business or agency. A strong track record of progressive responsibility and successful management with several organizations is desirable.
- b) Demonstrated experience in successful fundraising results through a diversity of skills and experience. Well-developed marketing, promotion and communication skills (both oral and written) including dynamic presentations, public speaking and group leadership of high calibre.

- c) Working familiarity with general accounting principles, financial planning, annual operating budgets, financial reporting, fiscal control, risk management, audit statements, etc.
- d) Commitment to farmland conservation, a collaborative style in team leadership and strategic organization of goals, priorities and actions to achieve OFT vision and mission and appreciation of the current policy and legislation in Ontario affecting farming and farmlands.
- e) General awareness of the functions, standards and practices of land trusts or other not for profit conservation groups including the duties, liabilities and responsibilities of Boards in governance and of Staff in agency management will be considered as desirable knowledge.
- f) General awareness of the interests of key stakeholder groups in farmland protection, such as farm organizations, conservation authorities, municipal agencies, government ministries, community groups, agri-business corporations and ability to grasp the emerging challenges and opportunities for Ontario farmlands, farming and farmers will be considered as desirable qualities.
- g) Professional capacity to manage multi-faceted client relations and policy development with print and web-based communications e.g. monthly newsletters, annual reports, fundraising appeals, sponsorship requests, press releases and social media tools.
- h) Self- starting leadership within the OFT mission, positive responsive in active support for OFT Board governance, priority directions, strategic intentions and oversight and demonstrated skills in human resource management and personal relationships.

Benefits and Remuneration

The salary range for the full time position is \$75,000– \$95,000 per year and the starting rate will be established based on qualifications and experience. The OFT offers a health benefits contribution and a vacation leave allowance as part of its compensation package. The position is full-time (40 hours/week without overtime) as a professional executive manager. The ED will need to be available for occasional weekend and evening meetings, work, and travel. Flexible hours of work are expected and required in relation to normal duties. Annual performance review is based on job description and approved goals. Current office location is at Guelph, Ontario with travel and work activities across Ontario. A valid Ontario driver’s licence and personal transportation access for work purposes is required.

Guide for Applicants

Please submit a letter to summarize your related abilities, interests and qualifications for this position with a professional CV and work references to: OFT Board Hiring Committee, Norman Ragetlie, OFT Chair by e-mail to: norman.ragetlie@gmail.com not later than 3:00 pm on Friday June 10, 2016.

Only candidates selected for interviews will be contacted. Note that references will not be contacted unless a candidate has accepted the opportunity to participate in a personal interview.

More information about the OFT is available on our website: www.ontariofarmlandtrust.ca