



Due to the retirement of our incumbent, the BC Investment Agriculture Foundation is searching for a new Executive Director/Chief Operating Officer.

The primary role of the ED is to lead all aspects of IAFBC's operations. The ED will be responsible for executing on the strategic direction set by the Board of Directors and managing the day-to-day operations of the organization. The ED will report to the Executive Committee of the Board and work closely with the Board and government funding partners to ensure the long-term sustainability of the organization in the delivery of government funding programs to the agrifood and seafood industry throughout British Columbia. The ED is also responsible for ensuring that planning and reporting is managed efficiently and effectively in accordance with contractual obligations and governance best practices. The ED oversees a team of professionals and will support the team in meeting their responsibilities.

Key Responsibilities and Accountabilities

- Provide strategic leadership in partnership with the Board, develop strategic and operating plans for the organization.
- Provide functional leadership and structure to realize the goals of the organization.
- Serve as the primary liaison between the Government of Canada (Agriculture and Agrifood Canada), the Province of British Columbia (Ministry of Agriculture) and the organization.
- Provide leadership in the design and roll-out of the organization's funding and investment programs, including innovation, market development and adaptation.
- Oversee all of the organization's central activities including administration, finance and operations, human resource management, communications and industry outreach, government relations, partner and Member engagement, planning and reporting.
- Manage all of the organization's legal, contractual and statutory corporate compliance activities.
- Management for all human resource activities, including establishing performance planning processes and providing regular performance feedback.
- Provide leadership on establishing and maintaining best practices and supporting the Board of Directors on meeting their governance obligations as Board members.
- Build and sustain a positive working relationship with industry and partner organizations and the organization's Members.

Knowledge Requirements

- Knowledge of British Columbia's agriculture and agrifood sector.
- Knowledge of Canada's and British Columbia's agriculture and agrifood research and policy environment.

- Knowledge of best practices in not-for-profit governance.
- Knowledge of operational management, including strategic and annual planning.
- Knowledge of the principles of planning and budgeting.
- Knowledge of human resource practices that foster collaboration.
- Knowledge of third party delivery of government-funded programs.
- Knowledge of Canadian and British Columbia government operations.

Skill Requirements

- Strategic thinker
- Excellent English writing skills
- Strong oral and presentation skills
- Proven experience in leading a team, taking initiative and mentoring staff
- Excellent business skills and acumen
- Knowledge of management in a not-for-profit organization
- Ability to pay attention to the big picture without losing the small details
- Solid experience in program management

Experience

- Post-secondary degree and relevant professional qualifications and experience
- At least 5 years' experience in leading a team in a complex, multi-stakeholder environment
- Demonstrated interest/experience in the agriculture and agrifood sector
- A minimum of 3 years' experience in an executive capacity working with an industry-led Board of Directors
- Proven experience in negotiating positive agreements with third-party funding bodies

Special requirements

The incumbent is expected to travel domestically in British Columbia throughout the year.

IAFBC offers a competitive salary commensurate with experience and a benefit package. If you are interested in applying for this position, please submit your resume, salary expectation and a covering letter explaining your interest and what you would seek to accomplish in the role **by September 1, 2017** to:

Peter Donkers, Executive Director
pdonkers@iafbc.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.