



Position Summary

Food Bank on the Edge is seeking a compassionate, motivated, and organized Executive Director to lead our operations, coordinate volunteers, and represent the organization within the community. This 1 year contracted, part-time (15 – 20 hours/week) role is critical to the successful delivery of food hampers through both pick-up and delivery, and to advancing our mission to support individuals and families facing food insecurity.

Operational Leadership

- Oversee week-to-week operations including food deliveries and pickups as well as, hamper pick-up and delivery logistics.
- Recruit, train, and coordinate volunteers to ensure efficient and respectful service.
- Develop and implement organizational procedures to improve service delivery and efficiency.

Strategic Planning & Organizational Development

- Work with the Board of Directors to develop and execute short and long-term strategic plans.
- Monitor program outcomes and adjust operations based on feedback and community needs.

Fundraising & Financial Stewardship

- Design and implement fundraising strategies and donor engagement plans.
- Lead grant writing efforts and maintain records for reporting and compliance.
- Collaborate with the board to ensure financial sustainability and budgeting best practices.

Community Engagement

- Foster relationships with local organizations, service providers, and community leaders.

- Represent Food Bank on the Edge at community events, media opportunities, and stakeholder meetings.
- Promote public awareness of food insecurity issues and our programs.

Governance & Reporting

- Prepare monthly reports and updates for the Board of Directors.
- Ensure compliance with applicable regulations and reporting requirements.
- Support board meetings with data, insights, and recommendations for decision-making.

Essential Attributes

- Highly organized and detail oriented.
- Excellent interpersonal and communication skills, both written and verbal.
- Demonstrated ability to respect client privacy and maintain confidentiality.
- Self-motivated with strong time management skills.
- Commitment to equity, diversity, and inclusion in community service.

Preferred Qualifications

- Post Secondary diploma is a requirement
- Experience in non-profit leadership or volunteer management.
- Knowledge of grant writing, fundraising, and donor relations.
- Familiarity with community services and food security issues.
- Proficient with basic office software and virtual communication tools.
- Must pass a criminal record check
- Possess a valid driver's license and have access to a vehicle

Hours & Compensation

- Part-time: 15 - 20 hours per week, with increased hours expected during the holiday season (November–December).
- Flexible scheduling
- Gas stipend and reimbursement for mileage
- Compensation is \$40,000 annual

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and passion for food security to foodbankedge@gmail.com