



Excellent job opportunity with one of the Sunshine Coast's most exciting community & economic development projects

Executive Director (ED)

Organization

The **Gibsons Community Building Society (GCBS)** which operates Gibsons Public Market (GPM) is a non-profit organization registered through the BC Society Act. The Society is committed to building a strong, engaged community on the Sunshine Coast. GCBS is engaged in the final stages of a 13500 sf facility which will operate year round, 6 days a week as a public market and community hub.

For more information, please visit www.gibsonscommunitybuildingsociety.org or www.gibsonspublicmarket.com

Position

Reporting to the Chair of the Board of Directors, the ED will have full strategic and operational responsibility for Gibsons Community Building Society staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plan of the Public Market and Marine Education Centre. The ED will also sit on the Executive Committee of the Board of Directors and attend all Board of Governors meetings.

Responsibilities

Leadership & Management: The Executive Director will be accountable for the following responsibilities:

- Participate and play a leadership role with a community development approach by engaging coastal residents in the continued planning, development and execution of a public amenity hub and public market.
- Work with the Staff Team to ensure ongoing local programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize GPM and GCBS volunteers, board members, event committees, partnering organizations, and funders
- Help and assist the Chair to develop, maintain, and support a strong Board of Directors.
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

- Assure that the organization has a long-range strategy which achieves its mission and is making consistent and timely progress
- Maintain official records and documents, and ensure compliance with federal, provincial and local regulations
- Lead work on the future planning and strategic business planning process for the expansion of revenue streams and programs at the Public Market and Marine Education Centre.

Fundraising and Financial Management

- Ensure that adequate funds are available to permit the organization to carry out its work.
- Expand revenue generating opportunities to sustain the organization's operations, and diligently pursue funding from both private and public sources to ensure the development and successful growth of the Market.
- Develop and maintain sound financial practices at all times, including clean audits.
- Work with the staff, Executive Committee, and Board of Directors in preparing budgets; ensure that the organization operates within budget guidelines.
- Represent GCBS in the community and beyond, building relationships to garner new opportunities for financial support.

Management of Staff and Contractors

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff, contractors and volunteers.
- Lead, coach, develop, and retain high-performance staff team.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff to relate their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality professionals.

Program Oversight:

- Ensure the efficient development, functioning and relevance of all Market-related programs and services either directly provided or through partners in community.

Communications:

- Ensure that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Build awareness of the activities, programs and goals of the organization.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the Market, its programs and its interests to agencies, organizations, and the general public.
- Jointly, with the Chair of the board of directors, conduct the official correspondence of the organization; and jointly, with designated officers, execute legal documents.
- Supervise the Marketing Director and assist in deepening and refining all aspects of communications - from web presence to external relations with the goal of creating a stronger brand.

Relationship Building

- Actively engage, energize and cultivate excellent relationships with board members, event committees, donors, funders, elected officials, community leaders and volunteers.
- Build strong partnerships, establishing relationships with funders and political and community leaders.

Vendors; Tenants and other Stakeholders for the new Market

A strong vendor base is essential for the Public Market to be successful and sustainable, and to provide the community with a desirable place to shop for local, nutritious and sustainable products.

Accordingly we need to ensure that vendors at the market are, amongst other things:

- Collaborative – a key factor for a successful market is vendors who are highly supportive, engaged and interested in the success of the market as a whole.
- High quality – the vendors are the market so it is essential we have an excellent and memorable customer service and offer unique, high quality products.
- Diverse – it is advantageous to have a good range of vendors that cover the key aspects of a healthy diet, including vendors that offer produce, breads, dairy, meat and seafood, and support local producers. In particular, we need to carefully decide how many non-food vendors we want to allow.

In addition we need to ensure that the market establishes a solid, long-term relationship with vendors that will benefit everyone.

Qualifications

The ED will be thoroughly committed to the GPM and GCBS mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, such as MSW, MBA or comparable degree, with at least 10 years of senior management experience; track record of effectively leading scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.

- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Salary and Benefits

In light of the important nature of this project which we believe can become an amazing template for other small communities throughout British Columbia, remuneration will be highly competitive with excellent opportunities for advancement.

Please send a simple cover letter highlighting your relevant interest and experience along with your resume to GPM Office Manager, Amanda Walker, at:

Email: amandawalker@gibsonspublicmarket.com

or by mail to:

c/o Gibsons Public Market, Box 191, Gibsons, BC V0N1V0

Deadline to receive applications is Friday, May 5th, 2017 at 5pm.