



Employment Opportunity: EXECUTIVE DIRECTOR POSITION

Organization: Atlantic Canadian Organic Regional Network Co-operative

Location: Sackville, New Brunswick

About Us

Since 2000, ACORN has been the key organization for information on organic agriculture, eating organics, and connecting all the parts together in Atlantic Canada. From seed to farmer to consumer, ACORN works to bring the whole picture together—making food choices healthier and more environmentally responsible. For more information, see www.acornorganic.org.

Job Description

The Executive Director will be responsible for the successful leadership and management of the organization according to the strategic direction and annual workplan set by the Board of Directors. The Executive Director will guide and assist the organization in meeting its mission by:

- Assisting current farmers in the transition and maintenance of certified organic production; encouraging and supporting aspiring farmers and new entrants in their organic farm skills development and understanding.
- Promoting the benefits of certified organic production and consumption to the general public, including consumers, restaurants, retailers and other value chain stakeholders.
- Representing and promoting the Atlantic Canadian Organic Sector to government and non-governmental organizations and media locally, regionally, and nationally.

Specific responsibilities

Acting in accordance with ACORN's by-laws, policies and procedures, under the supervision of the Board of Directors, and in close collaboration with ex-officios, the Executive Director will be mainly responsible for effectively coordinating all operations and activities of ACORN, including:

- **Financial management:** The incumbent will have the overall responsibility for the sound management of the day-to-day financial affairs of the organization, while maintaining the integrity of internal controls and ensuring compliance with various regulatory requirements. S/he will be responsible for ACORN's annual budget, annual audit, and Annual General Meeting.
- **Fundraising:** The Executive Director is responsible for developing and implementing a funding strategy that utilizes a range of income streams, including (but not limited to) grant writing and management, government agreements, advertising, sponsorships, and special events.
- **Conference:** Plan, organize and oversee the annual conference and trade show, which circulates between the Maritime Provinces (next date is Nov. 22-24 in Charlottetown). Acquire funding, source local organic food for meals, participant

registration, trade show, Seedy Saturday, volunteer recruitment/scheduling, and identify topics/speakers with the program committee, and much more (annual attendance is between 400-500 people over the three days).

- **Media/Communications:** The incumbent will act as ACORN's principal spokesperson and media point of contact; s/he will be primarily responsible for the development and implementation of an organizational communications strategy and plan. The Executive Director is also responsible for the oversight and content of the monthly e-newsletters, quarterly print newsletters, social media engagement, press releases and other communications;
- **Membership:** Continue to build the ACORN membership, provide value and engagement channels.
- **Personnel:** Selecting, recruiting, managing and supervising paid staff, contractors, interns, summer students, volunteers and ensuring staff and program evaluation; implementing our effective HR policies, and maintaining a succession strategy for the organization.
- **Governance:** Maintain accurate minutes from all board meetings, contact lists, by-law and policies documents, and other governance supporting documents. Track board terms and support board recruitment efforts. Assist with board committees, including Gerrit Loo Award.
- **Strategic planning:** Facilitating the continued improvement of the organization's strategic plan with annual reviews during the in-person April/May board meeting. Developing and implementing staff and board work plans and proposals to execute, monitor and evaluate its realization.
- **Policy/advocacy:** Representing the organization and advocating its policies to the government, the media, and other stakeholders. Ensuring accurate annual statistics on certified organic producers, processors, and other quantitative data sets as available.

Qualifications:

- A minimum of 5 years experience in non-profit management, or equivalent training or experience;
- Demonstrated fundraising and financial management skills;
- Strong project management skills;
- Confidence in office technology and trouble-shooting (ACORN uses a Mac-based system)
- Strong English-language writing skills and oral proficiency in English;
- Strong networking skills;
- Educational training in a field related to organic agriculture, farmer training, and/or the food system, an asset;
- Marketing skills, an asset;
- Oral proficiency in French an asset.

Job Details

This is a full-time position that will require some travel (mostly regional) with regular evening and weekend demands (ie. Board meetings are held in the evenings by conference call on a monthly basis.)

Salary: Approximately \$40,000/year with 3 weeks vacation. ACORN will pay 50% of health and dental, up to \$50/month.

Start Date: Flexible, but prefer late-February with training support.

To Apply

Please send a cover letter, a detailed curriculum vitae – with the names of three easily reachable references – as well as a 300 words (max) written statement on ***What can ACORN do to further build the organic sector in Atlantic Canada?*** to:
searchcommittee@acornorganic.org

Application deadline: Friday, February 3, 2011.

We appreciate everyone's interested in this position; however, only those selected for an in-person interview will be contacted.