

## **DIRECTOR OF OPERATIONS AND STRATEGIC INITIATIVES**

Abbey Gardens is a charitable and social enterprise operation with an environmental and education focus and values

The Abbey Gardens dream is to transform our 380 acres of a spent gravel pit and forests into a green space that provides, educational, economic, demonstration and recreational opportunities for our community.

Abbey Gardens houses a Food Hub and commercial kitchen, vegetable and pollinator gardens, heritage agricultural animals, land restoration, and experimentation projects, educational programming for children and adults, interpretive trails, and events.

Working with a board of Directors and staff, The Director of Operations and Strategic Initiatives is responsible for Planning and Development, Financial and staff oversight, physical plant, Human resources, Marketing and Communications, community and partner development and Relations.

Abbey Gardens has a staff of 5 full time and several part time and seasonal staff as well as occasional contract positions.

We are currently seeking an experienced Director of Operations and Strategic Initiatives to work with staff and Board members in achieving our goals.

### **JOB DESCRIPTION**

This is a full time position, reporting to the Board of Directors, to provide leadership to the Abbey Gardens team of managers and part-time/seasonal staff.

Working closely with staff, the Board of Directors and community partners, the position involves planning, implementing and managing the day-to-day operations of Abbey Gardens as well as new projects undertaken as Abbey Gardens continues to expand.

### **Primary Responsibilities**

#### ***Financial***

- Oversee development and management of operational budgets for Garden, Food Hub, Kitchen and Programming
- Monitor cashflow with the support of our book keeper
- Report to the Board of Directors with regular budget updates, planning briefs, progress reports, staffing updates and concept plans
- Monitor, assess, and respond to funding opportunities
- Negotiate Financial Obligations
- Assist with new projects capital & operations budget process
- Assist and support Fundraising Committee work

### ***Planning and Development***

- Collaborate with Managers to develop and manage business concept development and business planning
- Research/review concepts and provide committees/Board with data as requested
- Assist with coordination of general site planning work
- Develop and collaborate on grant writing/funding application materials
- Liaise and support consultants and task force committees
- Liaise with all levels of government

### ***Partnerships***

- Coordinate development of on site partnerships and programming
- Manage lease arrangements

### ***Human Resources***

- Develop and implement staff management and development plans
- Manage staffing needs through recruitment, hiring, orientation/training and oversight
- Manage staff through workflow planning and tracking, and regular performance assessments and reporting
- Coach, mentor and provide direction to staff
- Oversee implementation and compliance with staff and visitor health and safety regulations
- Facilitate board/staff communications
- Review and revise Human Resource Policy and Procedures annually or as required

### ***Marketing and Communications***

- Develop, coordinate and oversee implementation of internal and external communications strategies
- Develop, coordinate and oversee implementation of marketing and public information strategies (advertising, media releases, presentations)
- Coordinate/manage marketing and communications projects

### ***Community Relations***

- In collaboration with staff, develop and oversee implementation of community engagement strategies and liaise with local farmers and market gardeners, customers and community partners
- Be the 'public face & voice of Abbey Gardens' - interface with, provide leadership to and identify opportunities for collaboration between Abbey Gardens and other community groups/agencies
- Coordinate special events

### ***Strategic Initiatives***

- Assist with research and development of strategic initiatives and long range planning
- Assist the board with development of strategic and master planning

- Assist with project/business plans for new initiatives
- In conjunction with AG team, research, write and present non-government grant applications (e.g. HCDC, Sobey's)
- Assist Fundraising Committee in developing financial support strategies for new initiatives
- Assist AG team in presentation of strategic initiative to potential sponsors/funders.

***Competencies & Personal Qualities***

- Progressive management style – strong team player able to inspire team and lead by example, recognize contributions and celebrate accomplishments
- Manage effectively the complexity of a multi-dimensional project
- Non-profit and staff management experience
- Diplomacy in dealing with a wide variety of stakeholders A Growing Experience in Haliburton County
- Adaptable to the varying demands of a growing organization
- Able to analyze organizational needs, set priorities and work with minimal supervision within a defined scope
- Self-motivated and willing to take initiative
- Strong successful financial management experience
- Planning and marketing experience
- Excellent written and oral communications, excellent listener
- Creative thinker and problem solver
- Strong sense of community and commitment to work collaboratively
- Knowledge of environmental and educational trends

Salary Range: \$58,000 + benefits

Send resume and list of references to [bolin.barb@gmail.com](mailto:bolin.barb@gmail.com)

Deadline for submissions: Feb 1, 2021 4pm