

cultiver
cuisiner
partager



food
people
community

Santropol Roulant is hiring!

Executive Director

Santropol Roulant is seeking a positive, passionate, and collaborative individual to join our team as Executive Director.

About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

The Roulant's staff is young and dynamic with job descriptions and responsibilities that can exceed experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture is to offer support as together we develop the competencies required to ensure that our collective impact matches organizational and personal aspirations.

About the position

Accountable to the board of directors, the Executive Director is responsible for the successful leadership and management of Santropol Roulant according to our strategic direction and values.

The successful candidate will be responsible for upholding organizational culture and values, overseeing coherence between the wide range of Santropol Roulant programs and activities, and overseeing the financial and operational health of Santropol Roulant. Santropol Roulant is a highly collaborative environment - as such, this role requires a skilled manager who is ALSO able to thrive in a facilitative and consensus-making role.

Mandate of Santropol Roulant's next Executive Director

In the next few years, the mandate of the Executive Director will particularly focus on the leadership development of staff and volunteers, increasing the visibility of Santropol Roulant, programmatic coherence and ensuring financial sustainability.

The person in the role will also lead the implementation of the new 5-year strategic plan set by the board of directors and operationalized by the Staff Team. She/he will pay special attention to increasing Santropol Roulant's capacity to have a greater impact as an organization.

Key Responsibilities

Team Development and Management

- Be available and accessible to the staff team and volunteers for advice and guidance; model superior team communication, problem solving and conflict resolution; be a positive influence in creating an exceptional work environment
- Fulfill Santropol Roulant's role as a training organization by creating a flexible and collaborative work environment for staff, partners, supporters, volunteers and by encouraging ongoing learning and development
- Manage a large team of direct reports (currently 14 full-time staff and several more part-time and seasonal staff)

Support to board in fulfilling its governance function

- Work closely with board members, individually and as a group, to ensure that they have the information they need to make informed decisions
- Help organize monthly board meetings and participate on board committees
- Ensure consistent and comprehensive communication and collaboration between staff and board

Organizational Development

- Ensure that Santropol Roulant continues to increase its impact in a manner congruent with its values and mission
- Align Santropol Roulant's human, financial and material resources so that they are faithful to our strategic plan, while also ensuring financial health
- Stay abreast of external dynamics and context that might present opportunities for increasing Santropol Roulant's impact, and / or negatively impact capacity to meet current organizational priorities
- Lead large-scale, cross-cutting organizational processes, such as operational planning and policy development

Fundraising

- Play a key role in the development and implementation of Santropol Roulant's fundraising model
- Steward new and existing major donor relationships
- Oversee development, editing and reporting of major grants

Finances

- Develop and monitor Santropol Roulant's annual budget through a participatory budgeting process
- Oversee and approve operational expenditures and manage cashflow
- Oversee accounting policies and procedures, and ensure that adequate financial controls are in place

Public Relations, Relationship-Building and Communications

- In collaboration with the whole staff, act as a public representative for Santropol Roulant, clearly articulating the organization's interests and program directions
- Keep our stakeholders informed of our programs, impact and aspirations; advocate in favour of related issues
- Maintain an excellent rapport with diverse communities
- Help clarify and make public, through policies and communication tools, our organizational approach towards social inclusion, etc.

Note that the tasks are not limited to the above list and may evolve throughout the contract.

We are looking for candidates with the following interests, skills, profile and experience

In addition to the above, this position is also geared toward candidates who fit the following profile:

- Demonstrated experience with:
 - Leading/managing teams
 - Conflict resolution: collaborative problem-solving facilitation
 - Project management in complex environments
 - Risk management
 - Anti-oppression framework and analysis
 - Managing budgets and finances
- Champions the [values](#) & [principles](#) of Santropol Roulant
- Excellent internal and external communicator, networker and spokesperson, in both English and French
- Knowledge of Montreal community sector; connection to francophone networks is an asset
- Flexibility to be available outside of traditional working hours

The ideal candidate will also have knowledge and understanding of some combination of: food security, social inclusion, leadership development, seniors issues, community engagement in the Montréal context, and be willing and eager to fill in any knowledge gaps she/he may have.

Intangibles

- Superior interpersonal skills
- Confident
- Approachable, people-person
- Able to learn on the job
- Visionary, innovative, ability to think outside the box

Additional Details

This is a full-time position with a forecasted hire date in May 2014.

To apply, mail or drop off your CV and cover letter to our offices at 111 Roy Street East, or send your application by email to [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org) before April 23rd 2014 at 9am. Applications should be addressed to the Executive Director Committee. Only those candidates selected for an interview will be contacted. The first round of interviews will take place around the week of April 30th. For more information contact Chad at 514-284-9335, or at [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org), visit our website <http://santropolroulant.org/>, stop by our office, or write to the chair of our board, Vani, at [vani\(at\)santropolroulant.org](mailto:vani(at)santropolroulant.org).

Santropol Roulant is an inclusive environment. We welcome a diversity of applicants including those from traditionally under-represented groups. Please feel free to indicate so in your letter, if this is your case. As a youth organization, we also welcome applications from younger candidates who do not have previous Executive Director level experience.