



Opportunity Profile

EXECUTIVE DIRECTOR
CLOVERDALE COMMUNITY KITCHEN

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

As the Executive Director you are chiefly responsible for the successful leadership and operational management of Cloverdale Community Kitchen (CCK). You have a passion for the mission of CCK, and will champion its reach in the community.

You value others and lead with a high degree of emotional intelligence, integrity and humility.

Your core mandate is to ensure that CCK has a long-range strategy and consistently achieves its mission and strategic objectives. You are accountable for all program development, administration, finance, and the management of all staff and volunteers.

As the Executive Director you are responsible to the Board of Directors of The Storehouse Society.





OUR STORY

CCK began as a small start-up ministry of Pacific Community Church, as an outreach to assist the homeless in our community. Today, CCK has become one of the most recognized and valued not for profit organizations in our community. With a staff of 12 and 200 regular volunteers (with a total volunteer inventory of over 800) we provide daily meal programs, a food bank program, mobile meal delivery for shut-ins, and emergency weather shelter during the winter. Our reach extends across Surrey, Langley and White Rock.

Currently we serve 60 to 100 hot meals daily and deliver 200 hot meals to shut-ins, 4 days a week. We are the top fundraising charity in Canada's Coldest Night of the Year event and we maintain significant community partnerships with the RCMP, Surrey Chamber of Commerce, Surrey School District, and many local businesses and churches. We maintain scheduled daily and weekly pick-ups from local food suppliers, and support other local food banks with any excess.

During the pandemic, the operating budget grew from \$300k in 2018 to over \$1.3M in 2023! This unprecedented growth continues due in part to the current spiraling food cost. Our food bank currently serves 300 to 400 families weekly, with a broad selection of healthy foods.

In response to this significant growth, the PCC Board of Elders has determined that going forward, the CCK will be best served with its own board, under its own charitable license, which is to be named The Storehouse Society.



OUR MISSION

Our mission is for the vulnerable to experience hope in an inclusive community of care.

OUR VISION

Our vision is for Surrey to be a strong and healthy community for all. Our major area of emphasis is food security for the most vulnerable in our population.

OUR FUTURE

As the organization has recently become a new registered charity the new Executive Director will have the opportunity to review and update the Mission, Vision and Values and build out a new Strategic Plan.

KEY RESPONSIBILITIES

- Develop and implement strategic plans based on the core missional objectives of CCK, in collaboration with the Board.
- Provide overall leadership to all staff and volunteers. Manage the employee life-cycle of each staff member, ensuring all are well supervised, equipped, supported, and professionally developed.
- Ensure the development, implementation, and evaluation of all CCK programs are effective and working towards the mission and strategy.
- Provide leadership oversight to the administration and finances, including policy development, program evaluation, fundraising campaigns, and the budget.
- Establish and maintain the workplace culture, participating in the program activities and developing relationships with the volunteers and clients.
- Oversee and manage all direct reports, observing their activities, establishing targets and goals, communicating CCK imperatives, managing their performance, and helping them develop professionally.
- Ensure CCK remains compliant with the mandates of governmental and industry agencies.
- Ensure financial resources are appropriately allocated, tracked, managed, and audited. Maintain ultimate responsibility for the budget.



KEY RESPONSIBILITIES

Continued

- Forecast and evaluate financial risks together with the identification of measures to avoid or minimize their impact.
- Build, institute, track, and present Key Performance Indicators (KPIs) to assess CCK's progress against goals.
- Keep the Board of Directors apprised of the overall health and direction of CCK, reporting on KPI's and program effectiveness.
- Build and maintain positive relationships with the congregation of PCC, financial supporters, food suppliers and vendors.
- Develop new sources for long-term funding, advocating for the work of CCK by being a representative in the community and before important stakeholders. Speak publicly on behalf of CCK as requested.
- Engage in other activities as directed and/or as necessary for the health and success of CCK.
- Ensure that financial plans and budgets are coordinated and aligned on an organization-wide level in support of strategic objectives and long-term plans.
- Identify and respond to potential risks that could impact the achievement of short-term and long-term business or organizational objectives or that could undermine the organization's reputation or market standing.



QUALIFICATIONS & SKILLS

- Alignment and agreement with CCK's Statement of Faith.
- Demonstrated passion for the mission of CCK.
- Minimum 5 years senior non-profit management experience.
- Minimum 8 years of operations based management experience.
- Bachelors degree in Business Administration or a related field.
- Proven leadership experience. Trustworthy, integral, humble, approachable and engaging.
- Strong business acumen, including forecasting, budget preparation and management skills, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to have crucial conversations with diplomacy and tact.
- Ability to maintain confidentiality and work with a high level of professionalism.
- Ability to convey a strong strategic vision to all stakeholders.
- Knowledge of fundraising strategies, marketing and donor relations
- Strong ability to collaborate with and motivate teams.
- Ability to interface and engage diverse volunteer and donor groups.
- Persuasive communicator with strong public speaking ability.

OUR SEARCH TEAM



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MARK KRAFT LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



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SHAWN PLUMMER SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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604.562.4906

TIM WARKENTIN SUPPORTING THE SEARCH

Tim is a certified coach, strategic planning facilitator and Birkman consultant. He brings thirty years of leadership development experience as an effective partner with not-for-profit leaders and organizations. Tim's consistent contribution is successfully guiding a process to achieve the clarity and perspective necessary to reach strategic, operational and financial goals.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Surrey, BC

Application Deadline: November 14, 2023

Short List Interviews: End of November

Hire Date: To be determined

Start Date: To be determined

HOW TO APPLY

**Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.
Include "CCK - Executive Director" in the subject line.**

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.