Project Director
Not Far From The Tree
Full Time
Start Date: ASAP, April 2021
Salary Range: $65,000-$75,000 (dependent on experience)
Location: Toronto, ON

About Not Far From The Tree

Not Far From The Tree (NFFTT), a Project on the MakeWay Charitable Society Shared Platform, puts Toronto's abundance of local fruit to use by picking and sharing the harvest with social service agencies across the city. NFFTT has picked and shared over 198,000 pounds of fruit since 2008, and schedules over 300 fruit picks per season.

NFFTT's mission is to harness the power of fruit trees to create healthy, resilient, sustainable, and connected communities across Toronto. We empower Torontonians to pick and share fruit that would otherwise fall to waste while providing opportunities to connect more intimately with their neighbours, environment, and food system. We act as, and empower people to be stewards of the urban orchard to ensure it's benefits can be realized for many generations to come. We envision a Toronto where everyone has access to the urban harvest as part of a resilient, local food system that builds community, and is based on the value of shared abundance.

The Opportunity
We are seeking an inspiring, results-oriented, and ambitious professional to fill the position of Project Director. The successful candidate is passionate about the work, is a skilled and determined networker and fundraiser, and has the leadership capacity to take the project through its next phase of development

The Project Director is the primary leadership position of Not Far From The Tree's staff team, reporting to the volunteer Steering Committee, while working in conjunction with the MakeWay Charitable Society Shared Platform Team. NFFTT is a Project on the MakeWay Charitable Society Shared Platform, and as such the successful applicant will be an employee of MakeWay Charitable Society, working with NFFTT.

Responsibilities

Leadership, Vision, and Management

- Works closely with the Steering Committee to set strategic direction;
- Maintains strategic focus in alignment with the project's mission;
- Accountable for implementing project activities included in an annual Operating Plan;
- Accountable for measuring and reporting on program activities and outcomes;
- Strengthens operations with the intention of scaling impact;
- Manages partnerships to strengthen functionality of Fruit Picking Portal, our fruit picking scheduling technology;
- Manages and maintains a healthy work environment for staff, interns, and volunteers.

Fundraising and Income Diversification

- Accountable for implementing a Fundraising Plan, including institutional, corporate, and individual fundraising, as well as major gifts and events;
- Builds and supports the project's fundraising capacity on an ongoing basis;
- Creates a new three-year fundraising and income diversification plan;
- Continually monitors, evaluates, and reports on fundraising against targets;
- Maintains excellent relationships with funders and donors and implements stewardship and recognition plans;
- Ensures the timely implementation of, and reporting on, funder deliverables.

Financial Management

- Manages fiscal health of the project, including budgeting, setting and following financial controls, meeting revenue and expense targets and ensuring accurate and timely reporting to funders, to the Steering Committee, and to MakeWay Charitable Society;
- Liaises with staff, contractors, and others to ensure proper financial management and budgeting throughout operations;
- Works with MakeWay core support team to ensure CRA compliance, budget submission, and HR requirements.

Communications and Community Relations

- Acts as the primary spokesperson for the project (e.g., with media, at speaking events);
- Oversees the development of public communication materials (e.g., annual report, website content, social media);
- Maintains excellent relationships with community partners and forges new relationships that advance Not Far From The Tree's mission.

Qualifications

- Minimum 3 years' of results-oriented senior management experience;
- Minimum 3 years' experience supervising a staff team;
- Strong organization management and organizational skills with the ability to lead programs, as well as track and evaluate program results;
- Demonstrated capacity for fundraising / fund development from government, foundation, and individuals;
- Strong knowledge of the issues addressed by Not Far From The Tree's programs, including food systems, tree planting and stewardship, and community development;
- Strong budget-management expertise;
- Experience with strategic planning and development of operational policies, procedures, and strategies;
- Compelling communicator in a range of media;
- Demonstrated networking and partnership-development skills;
- Familiarity with Not Far From The Tree's stakeholders and community an asset;
- Proficiency in technology including Mailchimp, Salesforce, Wordpress, Google Suite, Canva, an asset;
- Experience in developing and implementing systems, processes, and technology solutions to improve efficiency is considered an asset;
- Valid "G2" or "G" drivers license.

Description of Work Area

- The position's main work location is the office at 601 Christie Street, with visits required, equipment storage locations, and picking sites;
- Repetitive tasks such as bending, crouching, lifting, and reaching;
- Regularly lifting 30 lbs;
- Regularly using or transporting cargo bikes;

- Working outdoors;
- Working some evenings, weekends, and holidays.

Compensation
Annual salary range for the Project Director is $65,000 to $75,000 per year, commensurate with skills and experience. Please indicate salary expectations in your cover letter.

How to Apply
Please send your cover letter and resume to hiring@notfarfromthetree.org. Applications will be reviewed and interviews scheduled on a rolling basis. Please apply no later than **April 14, 2021**. All attachments must each be labeled with the applicant's full name. In your cover letter, please help us understand why you're the ideal candidate by addressing the following questions:

1. What interests you most about this position?

2. Based on the qualifications, why are you a strong candidate?

3. Briefly tell us about your current or most recent job. Why are you seeking a change?

4. What is your most significant professional achievement to date?

5. How did you first learn about NFFTT and how did you hear about this posting?

Not Far From The Tree is a project of MakeWay Charitable Society.
For more information, please go to makeway.org

MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer.

MakeWay will provide accommodation during all steps of the selection process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.