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# Executive Director Leadership Opportunity

**BC Agriculture in the Classroom**

In Partnership With

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# BC Agriculture in the Classroom Foundation

# About Us

<https://www.bcaitc.ca/>

BC Agriculture in the Classroom Foundation (BCAITC) is a non-profit, charitable organization that works with educators to bring BC agriculture and food education to K-12 students throughout the province.

BCAITC was founded in 1992 by a small group of farmers, teachers, and agriculture enthusiasts who had a passion for teaching about agriculture, and since then, the organization has grown by leaps and bounds! We now reach over 500,000 students province-wide.

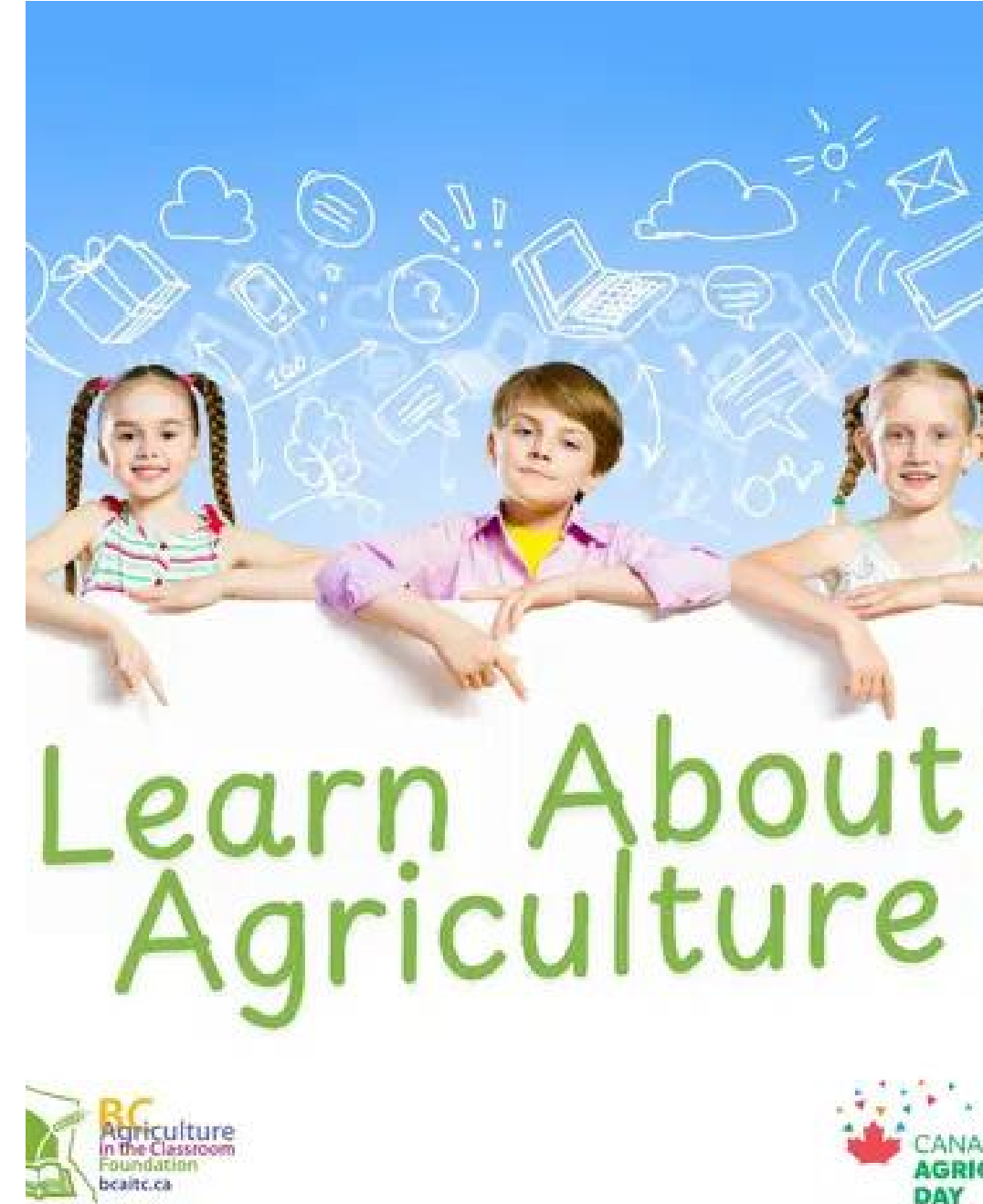
Established as a registered society in BC in 1999, we maintain charitable status with Canada Revenue Agency and continue our work through the support of private donors and BC's agriculture community. We also work with the BC Ministry of Health, the BC Ministry of Agriculture, Food, and Fisheries, and the BC Ministry of Education to manage a major healthy schools program, the BC School Fruit & Vegetable Nutritional Program (BCSFVNP). Since 2016, BCAITC has been a proud provincial member of Agriculture in the Classroom Canada.

## Seeds of Learning

BCAITC is governed by a Board of Directors represented by agri-food business leaders, farmers, educators, and health professionals.

We provide a multitude of free, interactive programs and 500+ teacher resources that connect students in BC public, First Nations, and independent schools to agriculture and healthy eating.

Through our programs, students learn about where their food comes from, how to grow their own food, and why farms and agriculture play such an important role in our communities and society.



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## **Our Mission Statement**

Working to bring BC agriculture and food education to students throughout the province.

## **Our Vision Statement**

Inspiring students to actively engage with BC agriculture and food systems.

## **Our Purpose**

To promote the value of agriculture, sustainable food systems, and the protection of BC's agricultural resource base to our educators, students, and society.

To provide educators and students with quality educational resources, programs, and other agricultural information that highlight agriculture as an important part of our economy and way of life.

To enable students to make informed decisions about food choices, food safety, the importance of local supplies of food, and other agricultural products.

To partner with the education, agriculture, health, and business communities to develop, implement, and evaluate quality initiatives.

To promote careers in agriculture as a viable and desirable career choice.

To build the relationship between BCAITC and its stakeholders to accomplish the purpose of the Foundation.



# Position Overview



The Executive Director of the BC Agriculture in the Classroom Foundation is delegated by the Board to lead the Foundation.

Working with the Board of Directors and staff, develops and implements key initiatives identified through the strategic planning process to ensure BCAITC consistently achieves its mission, long-term objectives, and success measurements.

The Executive Director is also responsible for maintaining the financial stability of the organization and publicly representing the Foundation as the lead organization linking agriculture, education, and health in B.C.

# Position Profile



This role is key to advancing BCAITC's strategic vision and long-term sustainability.

The Executive Director will engage with stakeholders, oversee program development, and manage financial resources to ensure stability and growth.

They will drive operational efficiency, foster partnerships with government, educators, and industry leaders, and advocate for agricultural education.

Additionally, the role involves strengthening public outreach and ensuring BCAITC's continued impact on students across the province.

Salary Level - \$120,000.00 - \$150,000.00 subject to experience.

# Key Accountability Areas

## Board Relationships

Meets with Board regularly on a formal basis in consultation with the President, develops Board meeting agenda and provides reports to update Board on current issues and operations

Provides support for Board Governance

- a. Selection and evaluation of Board members
- b. Makes recommendations, and supports Board during orientation and self-evaluation

Provides reasonable and appropriate support to the Board including information and input to assist the Board with Foundation decision-making

Develops harmonious relationships with the Board as a whole

## Leadership & Organizational Effectiveness

Provide leadership in the development of the Foundation's statement of mission and purpose and the corresponding strategies, plans, and budgets to achieve them.

Publicly represents BCAITC in order to enhance visibility and relationships with stakeholders and the public.

Develop and maintain relationships with strategic partners, including government agencies and representatives, industry partners, donors, educational institutions and educators.

Ensures the resources of the organization, including the human resources component, supports the organization's overall effectiveness and efficiency.

# Learning Resources & Programs



Ensures the creation of new and innovative programs and resources linked to B.C. curricula.

Oversees the effective and efficient implementation and delivery of BCAITC programs a. BC School Fruit & Vegetable Program, Spuds in Tubs, Take a Bite of BC, Summer Institute, etc.

Publicizes the activities of the organization, its programs, and goals Ensures programs and resources are readily accessible to BC teachers.

Works collaboratively with schools to ensure programs are delivered in a safe and orderly manner.



# Financial Sustainability & Administration



Prepares annual budgets, including the impact of donor and partnership funding on the financial sustainability of the Foundation.

Oversees the financial budgeting process and ongoing financial management  
Maintains official records and documents b. Ensures compliance with federal and provincial regulations.

Conducts fundraising efforts to build stable and sustainable funding.

Applies sound judgment and prudence when making financial decisions.

Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization with designated officers.

Executes legal documents

# Qualifications

## **Experience**

5 to 10 years of progressively responsible experience in non-profit, association environments, or the educational field.

Proven success in human resource contract management and operations, with a preference for strategic planning and process-driven results.

Experience working effectively with volunteers and a board in a leadership role is essential. Superior written and oral communication skills, with the ability to present information to key stakeholders, the public, and the Board.

Expertise in the areas of managing change, leading advocacy efforts, accountability, and demonstrated success in the fund-raising/foundation sector.

Advanced knowledge of fundraising, public relations, and promotions/marketing preferred.

Managerial level experience within the educational field.  
Knowledge of culture and operations of BC schools

## **Technical Knowledge**

Managerial experience in staff or volunteer capacity within the volunteer/association sector, with demonstrated human resource, financial, policy development, negotiation, and contracting skills in a small organization with a provincial focus.

Practical knowledge of agriculture is essential.

Computer technology skills in database management and communications are essential and advanced technical knowledge in operating computers within a business environment would be valuable.

## **Education & Credentials**

Bachelor's Degree in a related subject area.

Master's in Education or Association Leadership.



# Board Summary

The executive leader will report to the Board of Directors, which includes:

- Tony Hollett, BA — President
- Lori Beck — Vice President
- Kurt Bausenhaus — Secretary/Treasurer
- Melanie Lantz — Past President
- Additional Directors: David Comrie, Katie Lowe, Gary Moran, Sabrina Bhojani, Jillian Unrau, Dave Shumka, and Matthew Brown.

Submit your resume, cover letter, and salary expectations to Elevate Search Group.

## Contact Information:

**Allan Welyk - President & Director**

**Email: [allan@elevatesearchgroup.com](mailto:allan@elevatesearchgroup.com)**

**Web: [www.elevatesearchgroup.com](http://www.elevatesearchgroup.com)**

Elevate Search Group 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 works in accordance with the applicable Human Rights legislation.

Elevate Search Group welcomes and encourages applications from candidates with disabilities and accommodations will be made available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.

You must be eligible to legally work in Canada.

Elevate Search Group collaborates and partners with companies to identify, recruit, and retain top-tiered professionals within all levels of leadership and non-leadership careers within business development, sales, marketing, operations, human resource, and supply chain management. Our client profiles range from local, regional, national, and global organizations.

Our client portfolio ranges from Public Sector, Non-Profit, and the Private Sector.



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