

**About Harvest Manitoba**

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 12 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 360 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 90,000 Manitobans every month, 49% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

**Mission**

*Working together  
towards a healthier  
future for all where no  
Manitoban goes  
hungry*

**Director of People & Programs**

**Full-Time Term**

**January 2023 to June 2024**

**Closes – Thursday, December 8<sup>th</sup>, 2022 at 4:30pm**

**Harvest Manitoba is seeking an experienced and motivated individual to fill a full time, 18-month Term as our Director of People & Programs.** This position will see you hold responsibility for the departments of Volunteer Services, Client Services, and Harvest Programs including our Meal2Go school programs and employment training. This position is one of leadership within the Harvest Manitoba organization, high profile and public facing in the community-at-large. You will be an excellent manager, collaborator and communicator who has knowledge of Manitoba’s not-for-profit and food security landscape. Experience in working with First Nations and Indigenous led organizations is highly valued to support our partnership activities. You will also be responsible to work collaboratively with the leadership team to plan, resource and implement critical components of Harvest’s current Action Plan and future strategic plan development. You have experience with the development and management of operating budgets and board reporting and policy. As an experienced manager you will also play a role in recruitment for key positions in the organization and experience in current human resource practices is an important asset.

**Reports to:** President & Chief Executive Officer

**RESPONSIBILITIES:**

**Volunteer Services:**

- Provide guidance and oversight to the Senior Manager of Volunteer services who leads our team of volunteers that support all aspects of the organization. Support the establishment of new and effective volunteer recruitment and retention models that allows us to maximize the use of volunteers in our operations.
- Create incentive and stewardship programs that will recognize volunteer achievements and tell stories of our incredible volunteers.
- Create a corporate/organizational outreach and recruitment strategy that will encourage increased group volunteer activities.
- Promote continuous improvement in the use of software and other technology that improves the efficiency and experience of volunteers as well as improving the interface between volunteerism, development, and community food drive activities.



#### **Client Services:**

- Provide guidance and oversight to the Manager of Client Services who leads our staff and volunteer team in the Client Services Department.
- Implement the next generation software solution for our current client services database
- Improve overall client data collection that will allow for increased research, policy development and advocacy activities by Harvest.
- Create new pathways for Harvest clients to engage in volunteer, education, training, and employment opportunities with our organization or with other community / business groups.

#### **Programs:**

- Provide guidance and oversight to a Senior Project Manager and team responsible for the ongoing implementation of Harvest Manitoba's employment training programs.
- Act as an ambassador for Harvest in discussions and presentations within Manitoba's business community to promote employment placement and training partnerships for our clients and support the reporting of activities to Harvest funders and donors in cooperation with the Development team and external program evaluators.
- Support the ongoing development and expansion of the Harvest Meals2Go school program.
- Provide guidance and oversight to the Harvest commercial kitchen facility programs.

#### **ABOUT YOU:**

- Minimum 5 years of leadership experience in a related position, including previous experience in program development and supervising and supporting multiple diverse teams.
- A university degree in a related field of study is considered an asset, though an equivalent combination of experience and education will be considered.
- Solid understanding of non-profit organizations.
- Excellent organizational and interpersonal skills; demonstrates sensitivity and tact in interpersonal relations.
- Excellent written and verbal communication skills, including well-developed public speaking skills.
- Proven ability to network with community resources, build relationships, create community partnerships, and have experience working with volunteers.
- Willingness to work flexible hours, including evenings and weekends as required.
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Ability to organize, influence and motivate volunteers and employees toward action.
- Collaborative with an understanding of the needs of partner agencies, employees, and volunteer groups.
- A strong team focus and interest in supporting the organization and its CREW.
- Knowledge of Microsoft Office Suite, and the ability to utilize a variety of computer programs.
- Knowledge of food-security and poverty issues.
- Ability to pass a criminal background check and child abuse registry check.
- Valid class 5F driver's license.

***Harvest Manitoba offers a competitive benefits plan, RRSP matching, and on-site parking.***

***Evening and weekend shifts will be required as business levels dictate.***



Application Instructions:

*Apply on Indeed or send an email with your cover letter and résumé to [HR@harvestmanitoba.ca](mailto:HR@harvestmanitoba.ca)*

*We thank all candidates for their interest, however only those selected for an interview will be contacted.*