



Veal Farmers of Ontario

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EXECUTIVE DIRECTOR JOB POSTING

ABOUT US

Veal Farmers of Ontario (VFO) is a farmer-run organization representing the interests of Ontario veal and dairy calf farmers. We provide leadership to promote industry development through collaboration and effective communication.

Guided by our vision of proactive and engaged leadership for Ontario's dairy calf and veal cattle farmers, VFO is dedicated to supporting a strong, sustainable forward-thinking industry. Our mission is to provide leadership that promotes growth and development through collaboration and communication, ensuring the continued success of our farmers and the sector as a whole.

JOB SUMMARY

We are excited to announce an opportunity for a forward-thinking and strategic Executive Director to lead and strengthen our farmer-driven organization in Guelph. This is a key role within the agriculture sector. Reporting directly to the Board of Directors, you will oversee all operations, implement strategic priorities, and provide visionary leadership to a small, dedicated team.

The Executive Director ensures operational excellence across the organization and remains ultimately accountable for the performance and success of all activities – ready to step in wherever needed, no task too big or small!

KEY RESPONSIBILITIES

Organizational Leadership

- Oversee all VFO's operations to ensure efficiency, compliance, and cost-effectiveness.
- Implement Board policies and strategic directives.
- Develop, review and enforce organizational policies and procedures.
- Prepare regular operational and regulatory reports.
- Negotiate contracts, agreements, and leases, review insurance requirements annually.

Financial Management

- Prepare monthly and annual financial statements with bookkeeper/accountant and auditor.
- Manage license fee collections, accounts payable/receivables, and regulatory compliance.
- Develop annual budgets and monitor performance against forecasts.
- Oversee VFO's expenditures, revenues, and investments.

Governance and Board Support

- Present management reports, financial statements, and industry updates to the Board.
- Implement board strategic priorities and business plans.
- Advise on staffing, regulatory, legal or other key issues.
- Participate in regulatory hearing, coordinate Board Meetings, and manage Annual General Meetings.
- Assist with Director onboarding and orientation.

Human Resources

- Hire, manage, and evaluate staff; establish performance objectives and compensation.
- Assign responsibilities, oversee training and manage terminations in compliance with regulations.
- Ensure adherence to employment legislation.

Communication and Stakeholder Relations

- Serves as spokesperson with the Chair for routine operational matters.
- Respond to producer inquiries and maintain member communication.
- Represent VFO on industry, government, and committee platforms.
- Oversee communications products and promote the VFO's image.

Planning and Strategic Initiatives

- Support and facilitate the Board's strategic planning process.
- Identify industry trends, risks, and opportunities; recommend strategic adjustments.
- Seek grant opportunities aligned with strategic priorities and monitor project implementation.

Additional Responsibilities

- Manage financial operations, payroll, HST filings, and audits.
- Support marketing, funding proposals, promotions, and industry relations.
- Represent VFO at events and support government and association relations.

QUALIFICATIONS

- Post-secondary education in agriculture, business management, or a related field.
- 10+ years of senior leadership experience; non-profit management experience an asset.
- Experience in the livestock sector preferred.
- Proven experience in financial planning, budgeting, and administrative management.
- Strong background in government and media relations, with an emphasis on municipal and intergovernmental engagement.
- Exceptional verbal and written communication skills, including public speaking and advocacy.

Knowledge, Skills, and Abilities:

- Knowledge of the Canadian and Ontario veal industry and agricultural sector an asset.
- Proficient in Microsoft Office 365, QuickBooks Online; skilled in financial reporting, accounting functions, and audit preparation.

- Strong human resource management skills and experience building and leading high-performing teams.
- Exceptional organizational and time management skills, with the ability to delegate effectively and make sound, independent decisions within defined parameters.
- Analytical thinking to assess opportunities aligned with organizational strategy, while identifying potential distractions or misalignments.
- Collaborative mindset with flexibility and humility to support various functions within a small team environment.

Working Conditions:

- Hybrid position based out of the VFO office in Guelph, Ontario.
- Overtime, weekend work, and travel will be required to support special VFO events, such as the Annual General Meeting, seminars, or conferences.
- A valid driver's licence and access to a personal vehicle is required.

Compensation and Benefits:

- Compensation commensurate with experience.
- Comprehensive health coverage benefits.
- Employer-matched RRSP contributions.
- Expense reimbursement for work-related expenses.
- Generous paid time-off and vacation entitlement.

Application Process:

- Qualified applicants may submit their resume, cover letter, and salary range expectations to VFOcareers@culturedhr.com.
- Include "Executive Director Position" in the subject line.
- While we appreciate all applications, only individuals being considered for the next phase of the review process will be contacted.

Veal Farmers of Ontario is an equal opportunity employer, committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC). As such, the organization will make accommodations available to applicants with disabilities upon request during the recruitment process, please email info@culturedhr.com.