



SURREY
FOOD BANK

EXECUTIVE DIRECTOR Executive Brief





SURREY
FOOD BANK

TABLE OF CONTENTS

The Opportunity.....	1
About Surrey Food Bank	2
Additional Information.....	5
Board of Directors.....	5
Key Duties and Responsibilities	6
Qualifications and Competencies	8
Biographies.....	10
Organizational Chart.....	11

FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Surrey Food Bank for more information about this opportunity, please contact Jill Anderson, Senior Vice-President, KCI Search + Talent by email at SFB@KCI Talent.com.

All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above by November 8, 2026.

The Surrey Food Bank is committed to employment equity and practices, and to being representative of the people of Surrey and North Delta, the communities we serve. We encourage all interested persons to apply, regardless of their gender, sexual orientation, religion, political beliefs, family or marital status, socioeconomic status, racialized identity, indigenous status, or whether they are a person living with a disability.

The salary range for this position is **\$150,000 - \$175,000** based on experience, plus benefits.

The Surrey Food Bank respectfully acknowledges the shared, unceded traditional territory of the Katzie, Semiahmoo, Kwantlen and other Coast Salish Peoples on which we live and work.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes nor assess candidates in this search.

Executive Director Surrey Food Bank



SURREY
FOOD BANK

THE OPPORTUNITY

Surrey Food Bank is at an important point in its 43-year history. Supported by a dedicated team, committed volunteers, and strong community relationships, the organization is well positioned to respond to growing needs and build thoughtfully for the future. At this time of growth, Surrey Food Bank is seeking its next Executive Director to build on a strong foundation and further strengthen its role in the community, bringing a deep understanding of community needs and an ability to build relationships and connections across diverse communities and organizations.



Reporting to the Board of Directors, the Executive Director will provide overall leadership for the organization, including its staff, volunteers, programs, partnerships, and multiple distribution depots. Building on Surrey Food Bank's recently established strategic direction, the Executive Director will be responsible for driving execution while helping identify new opportunities to amplify the organization's impact. The successful candidate will strengthen partnerships, expand collaboration across the community, champion innovative solutions to food insecurity, and help shape the next chapter of the organization's growth and influence. As a strategic thinker and effective operator, the Executive Director will balance long-term vision with operational excellence, ensuring priorities are translated into action and sustainable results.

The new Executive Director will be an authentic and engaging ambassador who thrives being out in the community and building meaningful connections across a broad range of audiences. They will bring experience working effectively with diverse communities, community organizations, funders, donors, volunteers, agencies, media, and other partners, creating new opportunities for collaboration and support. They will be open to exploring new ideas and thoughtfully introducing innovative approaches that can strengthen Surrey Food Bank's reach and impact.

As a collaborative and people-focused leader, building trust, listening, and creating space for staff and volunteers to contribute and thrive will be a priority. With an appreciation for Surrey Food Bank's strong culture and the people who have helped shape it, the new Executive Director will bring the leadership needed to support continued growth without losing sight of the organization's values and community roots.

ABOUT SURREY FOOD BANK

Surrey Food Bank was founded in 1983 and has grown into one of British Columbia's largest food banks, providing supplemental food assistance to low-income individuals and families living in Surrey and North Delta - with dignity, consistency, and care.

Serve nearly 8,000 households per year through a centralized warehouse, a network of distribution depots, and tailored programs for seniors, infants, and homebound clients, Surrey Food Bank is entirely community funded, receiving no ongoing core government funding. Surrey Food Bank is powered by local donors, corporate sponsors, and more than 400 active volunteers.

Surrey Food Bank is not just a place to receive food - they're a bridge to stability, offering connection, compassion, and a sense of community.

VISION

A community where no one goes hungry, and where those once in need become contributors, creating a cycle of shared resilience and mutual support.

MISSION

Fueling a nourished and thriving community with good food and great people.

VALUES

PEOPLE (YOU) MATTER MOST

Every decision made starts with the people served and the community that supports this work.

FOSTER STABILITY & INDEPENDENCE

Food support creates breathing room so families can focus on the next steps toward stability.

GOOD FOOD FOR ALL

Surrey Food Bank prioritizes nutritious, balanced food that supports real kitchens and real families.



INCLUSIVE ON PURPOSE

Surrey Food Bank works intentionally to ensure their services are welcoming, accessible, diverse, and respectful to all.

ROOTED IN COMMUNITY

Surrey Food bank is local, and this work is powered by neighbours helping neighbours.

SPARK COLLABORATION & INNOVATE

Surrey Food Bank partners with others, adapts when needed, and continuously improves how they serve their community.

Distribution Centres

To best serve clients who may have challenges around travel to our Newton location, Surrey Food Bank has 3 partner locations for distribution in Gilford/ Whalley, North Delta and Cloverdale.

GOOD FOOD. GREAT PEOPLE.

Serving Surrey & North Delta Since 1983

215,000+

ANNUAL CLIENT
VISITS

8.3lbs

FOOD DISTRIBUTED
PER VISIT (AVG)

40%

FRESH &
PERISHABLE FOOD

450+

VOLUNTEERS
MONTHLY

Programs and Services

Surrey Food Bank offers a range of food distribution programs designed to meet people where they are - whether that means accessing a bi-weekly hamper from our general distribution line, receiving delivery due to mobility challenges, or joining a tailored program for infants or seniors. Each program provides more than just groceries - it creates connection, trust, and a sense of stability for those navigating tough times.

Tiny Bundles

Tiny Bundles is a Surrey Food Bank program specifically designed for pregnant moms and families with babies aged newborn to one year (12 months). Pregnancy and the first year of a baby's life are critically important for healthy development. Proper nutrition and support lays a good foundation for the rest of their lives.



Seniors Distribution

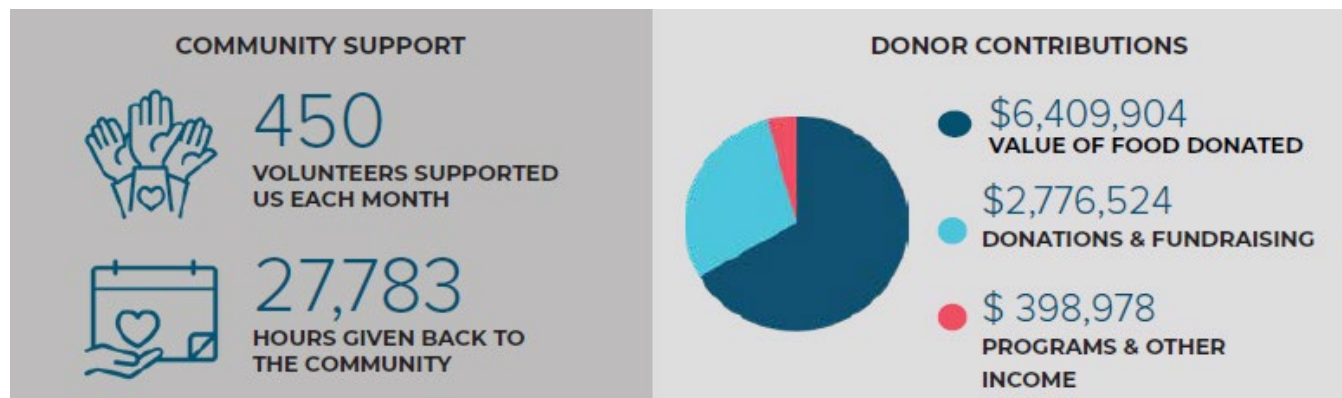
Seniors ages 65+ have a dedicated distribution time to collect their food in a respectful and non-rushed environment. We offer a suitable choice of nutritious foods such as high protein and low sodium options to encourage the best possible nutrition.

Hamper to Your Home

Hamper To Your Home was designed to support homebound clients with mobility challenges. These may include individuals with high-risk pregnancies, parents in the postpartum period, those recovering from a C-section (up to a maximum of four weeks), people living with terminal or debilitating conditions, and individuals recovering from surgery or an accident.

Fundraising At Surrey Food Bank

This year, Surrey Food Bank recorded \$9.6 million in total revenue, including \$2.7 million in donations and fundraising and \$6.4 million in donated food and products. That support allowed us to distribute nearly 1.8 million pounds of food.



BY THE NUMBERS



215,062
TOTAL VISITS



15,778
REGULAR CLIENTS



5,183
FIRST-TIME VISITORS



1.8 MIL
POUNDS OF FOOD DISTRIBUTED



\$6.4 MIL
VALUE OF FOOD DISTRIBUTED



8.3
POUNDS OF FOOD DISTRIBUTED PER VISIT



39.6%
OF FOOD DISTRIBUTED WAS FRESH AND PERISHABLE



SURREY
FOOD BANK

ADDITIONAL INFORMATION

[About Surrey Food Bank](#)
[Annual Report 24-25](#)
[Financial Statement 2025](#)
[Youth and Philanthropy Initiative Canada](#)
[Fill The Bay](#)

[Events](#)
[Programs](#)
[Clients](#)
[News](#)

BOARD OF DIRECTORS

Steve Lewarne, Chair
Asiah Kawa, Vice Chair
Yuen Ip, Treasurer
Jessica Thiessen, Secretary
Muhammad Afzal Malik

Curtis Bedwell
Karan Johor
Rajeev Shankar



KEY DUTIES AND RESPONSIBILITIES

Strategic Leadership & Governance

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify and assess strategic opportunities, risks and external developments that may affect the organization, providing the Board of Directors with timely insight and advice to inform its oversight and decision-making.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Cultivate a strong partnership between the Board of Directors and the Executive Director, while fostering collaboration and trust across the staff team.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.

Staff Leadership

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of human resources policies, procedures and practices including hiring, orientation, training, evaluations and/or performance reviews, discipline, and manage job descriptions for all staff and volunteers.
- Maintain a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the right technical and interpersonal abilities to help further the organization's mission.
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.

Fundraising & Community Leadership

- Lead the development and execution of fundraising plans to secure the financial resources needed to advance the organization's mission and priorities.
- Identify and cultivate diverse funding opportunities, ensuring the effective execution of fundraising strategies and proposals that grow financial support for the organization.
- Proactively communicate with partners and community members keeping them informed of the work of the organization and identifying changes in the community served by the organization.
- Cultivate collaborative working relationships with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Build and strengthen community partnerships and inter-agency collaboration.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Represent the organization at community activities to enhance the organization's community profile.
- Lead and participate in fundraising activities as appropriate.

Operational Planning and Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board of Directors and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client, donor and volunteer files are securely stored, and privacy and confidentiality are maintained.
- Provide support to the Board of Directors by preparing meeting agendas and supporting materials.

Program Planning and Management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board of Directors.
- Monitor the day-to-day delivery of programs and services of the organization, maintaining or improving quality as required.
- Oversee the planning, implementation, execution, and evaluation of special projects.

Financial Planning and Management

- Work with staff and the Board of Directors (Treasurer/Finance Committee) to prepare a comprehensive annual budget.
- Approve expenditures within the authority delegated by the Board of Directors.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board of Directors with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Risk management

- Identify and evaluate risks to the organization (clients, staff, management, volunteers, property, finances, goodwill, and image) and implement measures to control risks.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage.
- Ensure that the Board of Directors and staff understand the terms, conditions, and limitations of the insurance coverage.

QUALIFICATIONS AND COMPETENCIES

Qualifications

- Progressive senior leadership experience in the not-for-profit sector, ideally within a social service delivery setting.
- Knowledge and/or experience working in poverty reduction or food security is an asset.
- Experience working with a Board of Directors within a governance framework.
- Demonstrated ability to develop and execute strategic and annual plans, ensuring programs, resources and teams are aligned with organizational priorities.
- Excellent people management skills with the ability to develop positive relationships with staff and a track record of building collaborative and integrated work cultures and teams.
- Accomplished networker and relationship builder with experience representing an organization to stakeholders and collaborating to build strategic partnerships.
- Knowledge of revenue generation best practices with experience growing revenue in a non-profit environment.
- Track record of managing relationships and securing funds from individuals, corporations, foundations, and government.
- Strong business and financial acumen with an understanding of diverse funders and partners.
- Ability to identify, manage, and report on organizational risk.
- Experience creating an inclusive workplace that values and advances diversity, equity, and inclusion.
- Strong oral, presentation and written communication skills with the ability to engage diverse internal and external audiences.
- Understanding of cycles of poverty and systemic barriers, and the systems of support.
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including but not limited to employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, and health coverage.
- Knowledge of current community challenges and opportunities relating to the mission of the organization is considered an asset.
- Valid driver's license and access to a reliable vehicle, as travel throughout the region is required.
- Occasional evening and weekend work is required for activities such as Board meetings and representing the organization at events.
- Regular presence in the office and community is expected, with flexibility to work from home when the nature of the work permits.
- University degree in a related field and/ or professional designation an asset. A combination of relevant education and/or experience will also be considered.

Competencies

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.



BIOGRAPHIES

Steve Lewarne, Chair, Board of Directors

As a Director of the Surrey Food Bank, I have served on the Board for nearly four years. During that time, I have been an active member of the Executive Committee, holding leadership positions including Secretary, Vice Chair, and currently, Chair.

I am a professional fundraiser with extensive experience in the non-profit sector, specializing in education, the arts, and sport and recreation. Throughout my career, I have worked to build meaningful relationships with donors, secure sustainable funding, and support organizations in achieving their missions and long-term goals.



Asiah Kawa, Vice Chair, Board of Directors

Asiah Kawa has been a dedicated member of the Surrey Food Bank Board of Directors since June 2024, beginning her service as a member at large before stepping into her current role as Vice Chair, a reflection of her strong leadership and commitment to the organization's mission.

Asiah is the founder and managing director at Inlet Group of Companies, a professional services group serving small and medium-sized businesses with their Information Technology, Information Systems, and Finance needs. A Chartered Professional Accountant (CPA) and holder of an Executive MBA from SFU's Beedie School of Business, she brings deep expertise in financial strategy, ERP and systems implementation, internal controls, and organizational scaling.

Throughout her career, Asiah has helped businesses raise equity and debt funding, optimize finance functions, and build the infrastructure needed for sustainable, long-term growth. She has held senior finance leadership roles across industries including technology, construction, professional services, and property development, partnering closely with CEOs and boards to align financial strategy with organizational vision.

Asiah is deeply passionate about the Surrey Food Bank's mission because she understands firsthand the profound difference that community support can make in a person's life. That lived experience drives her commitment to this work, bringing both professional rigour and personal conviction to ensuring the Surrey Food Bank remains a source of stability, dignity, and hope, and that those it supports have every opportunity to thrive and give back in turn.

ORGANIZATIONAL CHART

