



Kamloops Child Development Centre Executive Director

JOB SUMMARY

In accordance with the vision and values of the Kamloops Child Development Centre (KCDC), the Executive Director works in conjunction with the Board of Directors to provide effective leadership and overall management of the KCDC and further the goals of the organization. The Executive Director is responsible for ensuring that appropriate programming is in place to meet the needs of the diverse array of children attending the Centre, as well as researching and evaluating the classroom procedures, processes and educational materials. The Executive Director is also responsible for maintaining and promoting a professional and respectful workplace and is accountable for the overall operations of the Centre, meeting legislative requirements, managing the budgets and financial planning. This position will work with the KCDC Board of Directors and staff to plan, develop and implement policies and programs which reflect the vision and values of the KCDC.

Employment Type: Full Time

Type of Child Care: IT, 3-5 & Before & After-school Program

RESPONSIBILITIES

Board Collaboration & Support

- Prepare comprehensive monthly reports for the board.
- Assist in drafting the annual report.
- Provide support to Board Committees as needed.
- Implement board policies and relevant acts.
- Develop staff procedures based on Board policies.
- Communicate board policies to managers and contractors.
- Conduct internal and external environmental scans to identify emerging issues affecting the Society and bring these to the board's attention.

Operational Leadership

- Hire and manage outside contractors for maintenance services (landscaping, janitorial, snow removal, etc.).
- Ensure managers are up-to-date with licensing compliance.
- Identify necessary resources to achieve the center's mission, values, and vision.
- Assist with problem-solving and conflict resolution as needed.
- Approve individual payment plans for families as required.
- Assess potential threats and risks to the Society's image and financial security.
- Ensure the safety of all children in the programs while fostering their growth and independence.
- Chair weekly administrative staff meetings.
- Assist in coordinating events.

- Ensure sound bookkeeping procedures.
- Oversee monthly financial remittances.
- Provide regular, reliable, and comparable reports on the Society's progress.

Human Resource Management

- Hire, supervise, and evaluate the management team.
- Assist the management team in hiring and supporting staff.
- Support the management team in training and motivating staff.
- Assess and implement learning plans for managers and staff.

Financial Management

- Prepare and write grant proposals to secure funding.
- Distribute proposals to the financial committee/board for approval.
- Record, file, and track proposals.
- Maintain required records and complete all necessary reporting to various funders.
- Evaluate the potential assets and liabilities of projects, proposals, or strategies.
- Follow up on all proposals, whether denied or approved.
- Identify and research sustainable opportunities and potential funding sources.

Programming & Services

- Create and oversee the implementation of an inclusive, developmentally appropriate nature-based curriculum for the children in the center.
- Attend family meetings with the Program Manager as needed and assist in communicating a child's growth and development to parents, addressing any unusual or problematic issues.
- Be available to families for concerns, redirecting to the Program Manager if necessary.

Communications & Stakeholder Relations

- Attract new clients and produce marketing materials.
- Participate in networking and community relations activities on behalf of the Society.
- Build strong working relationships with community partners, both inside and outside the Society, and enlist their support for accomplishing tasks.
- Work with key external stakeholders.
- Facilitate a communication plan that informs members and the community about the Society's activities and direction.

QUALIFICATIONS

Education, Training and Experience

- Post-secondary education in a relevant discipline, or equivalent professional experience.
- A valid BC Early Childhood Education Certificate (in accordance with Child Care regulation), a License to Practice is preferred.
- Infant & Toddler and Special Needs Certification is preferred.
- Demonstrated team leadership and one year of management experience.
- Experience with strategic and operational planning, execution and measurement.
- Experience leading early learning programming, administration and operational strategy.
- Experience working with and/or reporting to a board; excellent knowledge of non-profit board governance.
- Experience developing, managing operational budgets, including expense oversight.
- Experience with staff supervision, development and engagement.
- Excellent knowledge of provincial childcare regulations and regulatory controls.
- Experience overseeing regulatory compliance and risk management frameworks.

Competencies

- Natural relationship builder, with an ability to work and collaborate with diverse stakeholders.
- Superior communication skills (oral, written and presentation).
- Self-starter who is passionate and committed to early childhood education and learning.
- Self-motivated, results oriented and the ability to work with minimal direction as well as part of a collaborative and dynamic team.
- Excellent leadership, planning, and organizational skills.
- High degree of professionalism and confidentiality.

REMUNERATION

- Starting salary for the position is \$85,000 and consideration will be given for the qualifications and experience of the successful candidate.
- Competitive benefits package.

To apply, please send your cover letter and resume to kamloopschilddevelopmentboard@gmail.com addressed to: KCDC Hiring Committee.