



## **Kiwassa Neighbourhood House**

### **Job Posting: Director of Childcare**

#### **Summary:**

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̓əm (Musqueam) Nations. We work together with partners and neighbours in pursuit of our vision to create a community where all people feel valued, connected, and secure.

The Director of Childcare has operational responsibility for the licensed Child Care Programs. This includes staffing, people leadership and employee relations; programming and service excellence; budget and financial management; and grant-writing and reporting. The Director leads a team of five coordinators and a manager, who offer 160 licensed childcare spaces within a childcare hub model (five sites, and eight licenses). This is a full-time (35 hours/week) position. This role is a member of the Kiwassa leadership team. The team participates in strategic planning and collaborates to build and implement solutions to address opportunities, collectively respond to community needs and appropriately resource the organization.

#### **Responsibilities include:**

##### **People Leadership**

- Recruits, hires, leads, coaches, develops, recognizes and retains staff
- Supports and encourages professional development, training and staff initiatives

##### **Financial Accountability**

- Prepares the annual budgets
- Responsible for fiscal management within the department that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position
- Identifies, recommends & executes on approved opportunities to build and grow new revenue streams

##### **Program and Operations Management**

- Identifies funding opportunities and writes and submits grants
- Ensures ongoing program excellence and rigorous program evaluation
- Ensures effective operations, assisting staff, volunteers and clients where necessary

##### **Outreach and Family Connections**

- Connects with new families and manages the waitlist
- Ensures childcare spaces are filled and programs run at maximum capacity
- Handles escalated situations where necessary
- Maintains communications with families re: fees, subsidies/bursaries, and other updates

##### **Advocacy, Fundraising and Communications**

- Liaises and partners with childcare organizations, government agencies and representatives to support childcare initiatives
- Promotes and represents the organization in the community
- Builds strong working relationships with others-internal and external to the organization
- Assists with communications—from online presence to external relations with the goal of creating stronger awareness and community support

- Assists with advocating for a visible presence and communicates Kiwassa's mission, vision, values and contributes to organizational success

### **Qualifications:**

#### **Education and Experience**

- Early Childhood Education certification or Bachelor's degree in a related discipline, with 5 - 7 years of senior management experience;
- Proven track record of effectively leading and scaling an outcomes-based department and staff;
- A minimum of 5 years' experience in a childcare setting or related service
- Experience working in the social services field, specifically with not for profits
- Or an appropriate combination of education and experience.

#### **Concrete demonstrable skills and other qualifications include:**

- Unwavering commitment to quality programs and data-driven program evaluation
- Demonstrated relationship-building, collaboration and networking skills with the ability to engage and influence a wide range of individuals
- Proven leadership and relationship management experience
- Strong written and verbal communication skills and excellent interpersonal skills
- Ability to present and facilitate meetings and workshops
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget
- Action-oriented, adaptable and innovative approach to planning
- Computer skills – MS Office applications, ability to use various databases and online systems
- Grant writing experience
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- An innovative mindset and learning orientation
- Demonstrated passion, compassion and commitment for the mission of Kiwassa Neighbourhood House.

### **Remuneration:**

The starting salary for this excluded (management) position is \$69,000-\$76,000/year plus benefits. For those who qualify, the ECE-Wage Enhancement will also be applied. Interested applicants are requested to submit a resume by **March 17, 2023 at 12:00 noon** to [childcare@kiwassa.ca](mailto:childcare@kiwassa.ca).

At Kiwassa, we believe diversity drives collaboration, innovation, and better solutions. We celebrate cultural diversity and multiple approaches and points of view and are actively working to ensure our team reflects the communities we serve. We thank all applicants for their interest; however, only shortlisted applicants will be contacted.