



Job Posting

POSITION:	Executive Director
CLASSIFICATION:	Temporary Full Time 1.0 FTE (37.5 hours per week), until return of incumbent. Excluded within a H.S.A. Unionized agency.
DATE OF POSTING:	October 31, 2022
CLOSING DATE:	December 9, 2022
COMMENCEMENT DATE:	TBD

The Ridge Meadows Child Development Centre (RMCDC) is a CARF-accredited, non-profit organization located in Maple Ridge, British Columbia. Operating out of the understanding that families are the most important influence in a child's life, RMCDC offers an enhanced early intervention program (EEIP) as well as early intervention therapies (occupational therapy, physical therapy, speech and language therapy), direct funding for respite, support to families with children who have been substance exposed in utero, birth to age 19, and support to families with children, birth to age 6 who are at risk for having a mental health diagnosis. The primary goal of the centre is to provide timely, effective, family-centered intervention that will help all children achieve their fullest potential.

RMCDC is seeking a dynamic, energetic **Executive Director**. Reporting directly to the Board of Directors, the Executive Director will provide operational leadership to all aspects of the RMCDC. The ED will be responsible for the strategic development, resourcing of funds, supervision of personnel and ensuring operational excellence in service delivery while building meaningful relationships with staff, board and community partners. In addition, this individual will work towards further developing and promoting RMCDC's presence and impact in the community. The Executive Director represents the organization to the greater community in order to further partnerships, advocacy objectives, programming, initiative and community partnership goals.

Education, Training, and Experience:

The successful candidate will have a graduate degree in Social Sciences, Human Services, Leadership, Child & Youth or related field and have a minimum of 5-7 years or more of relevant experience in effective leadership, management, supervision, grant and related fund development/fund management. Candidates with a Bachelor's in a relevant field and 7-10 years of leadership experience may also be considered.



Knowledge, Skills, & Abilities:

- Open, accessible, and transparent leadership
- Knowledge of grant writing requests for funding processes
- Ability to complete government funding applications and/or other funding sources
- Knowledge of Government-mandated collaborative services
- Knowledge and experience with management of non-profit organizations
- Experience in CARF accreditation process
- Experience in Human Resources and union contracts
- Knowledge of labour relations in a unionized environment
- Experience supporting a non-profit Board of Directors
- Experience working with children and families with diverse needs
- Ability to effectively communicate both verbally and in writing: effective use/knowledge of virtual platforms and/or client data programs will be an asset
- Ability to effectively speak and present in public
- Ability to deal with others effectively
- Ability to manage and assign duties to professional and administrative staff
- Technical competency with MS Office programs and information management systems
- Ability to plan, bargain, and make decisions
- Strong financial and organizational skills
- Strong community development skills

Duties:

- Support the Board in the development of long-term strategic and annual operating plans and budgets
- Support the Board in the development of the competencies of Board members to fulfill their responsibilities
- Provide timely advice to the Board regarding any developments that might affect the Society's capacity to pursue its objectives
- Manage the Society's financial and human resources in pursuit of its objectives



Ridge Meadows Child Development Centre Society

a family centered home and community based pediatric therapy centre



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- Implement Board policies and directives within the parameters of legislative and regulatory provisions, the bylaws and Board policies and directives
- Manage and mitigate risks to the Society, its clients, and Board
- Develop information systems and provide reports that allow the Board to assess the financial status of the Society, the general wellbeing of its workforce and the progress in meeting its objectives
- Manage all employee and contractor relationships, consistent with the provisions of applicable legislation, regulations, funder requirements, standards, contracts and agreements
- Manage the Society's revenues and expenditures within the parameters of the approved budget
- Represent the Society positively to the community in general and key stakeholders
- Develop and maintain effective, professional relationships with the Board, staff, contractors, funders, other key stakeholders, the media, and the public at large
- Perform other related duties as required

Compensation:

- Negotiable within the HEABC executive compensation range
- Excellent benefit package

To Apply:

- Please send introduction letter and resume to Steven Lamothe
 - Steven.Lamothe@gov.bc.ca