

<b>JOB TITLE</b>	Director, Child Care Development
<b>MINISTRY/DEPARTMENT</b>	Ministry of Education
<b>REPORTS TO</b>	Executive Director
<b>JOB FAMILY</b>	Leadership
<b>CLASSIFICATION LEVEL</b>	Level 4
<b>DATE CLASSIFIED</b>	March 2025

## POSITION SUMMARY

The Director, Child Care Development provides strategic leadership and oversees the development and implementation of strategies, processes, systems and tools for a variety of Ministry-wide governance and operation initiatives related to culturally relevant child care for Métis children. The role supports the Ministry of Education Executive Director and MNBC’s mandate and vision for Ministry programming, initiatives, and services for Métis across the province. The Director develops, implements, and monitors comprehensive Strategic and Operational plans, including MNBC’s Child Care Plan, while ensuring financial integrity, budget management, and accountability. The Director ensures the terms of funding contracts and agreements for all programs, projects, and initiatives, as well as the goals and objectives of MNBC.

The Director supports, influences and informs the Executive Director with the preparation of annual and long-range plans and proposals for funding and builds strong relationships with Métis Chartered Communities, federal, provincial, and municipal government departments, Indigenous entities, business and corporate structure, educational and training institutions and other third parties to create and develop partnership opportunities for the betterment of MNBC’s goals and objectives. The Director of Child Care Development will assume the role of the Executive Director in their absence or unavailability.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES & RESPONSIBILITIES

### Administration and Finance

- Advise, influence and support the Executive Director on the development and execution of the Ministry of Education strategic vision and annual operating plan. Identifying and influencing opportunities for innovation as a means of providing citizens and self-identified Métis with improved services and interactions with MNBC
- Supports the preparation of annual and long-range plans and proposals for funding in collaboration with the Executive Director.
- Supports the financial integrity and accountability of programs, monitors expenditures within existing budget and guidelines, reports out, and makes budget recommendations. Supports the Executive Director with managing funding sourcing, preparation of proposals and comprehensive reports. Provides presentations and updates the Minister of Education as necessary.
- Oversees day-to-day operations of Ministry-wide governance, operations and services in accordance with the direction of the Executive Director.
- Provides leadership to MOE management, supporting the oversight of the overall operations and



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performance to ensure successful development and implementation of Child Care programs, projects and initiatives that reach the deliverables stipulated by provincial and federal government while maintaining alignment with the MNBC strategic plan.

- Navigates relationships with provincial and federal partners to effectively negotiate equitable funding to support the ongoing and new delivery of services and supports for Métis citizens, children and families.
- Fosters and builds strong relationships through comprehensive engagement with Métis Chartered Communities, federal, provincial and municipal government and other key stakeholders.
- Applies the policies and standards of MNBC program manuals, Health and Safety guidelines, completion of critical incident and safety reports, and WorkSafeBC safety standards.
- Adheres to the MNBC Financials Policies and Procedure Manual.
- Updates the Executive Director of all pertinent issues, information for effective decision-making, and provides input for the preparation of annual short and long-range program plans and briefing materials.
- Supervises, coaches, and mentors Ministry staff including performance evaluation and goal setting, as well as workflow and deadline management.
- Develops and implements performance metrics to evaluate program outcomes and inform continuous improvement.

### Funding Management and Compliance

- Prepare financial reports for leadership, providing insights into cash inflows and funding allocations.
- Ensures terms of funding contracts and agreements are fulfilled for all programs, projects, and initiatives.
- Analyze financial data and prepare reports on cash inflow from various funding streams.
- Develop cash flow projections based on MNBC's funding arrangements to assist in financial planning and management.
- Prepare and report on financial data related to government funding agreements, collaborating with Financial Accountants, the Grants Team, and other stakeholders to ensure accuracy.
- Oversees compliance with Child Care licensing regulations and risk management protocols.

### Innovation and Digitization

- Implements digitization strategies to reduce costs, improve efficiencies, and increase access to programs and services.
- Lead, influence and support in developing and implementing a robust sustainability model to drive ongoing supports for Métis children and families, independent of government funding.
- Leads the integration of Métis cultural teachings and practices into Child Care programming." This is central to MNBC's mission and aligns with cultural relevance.

### Other duties

- Participates in committees and project teams as required.



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- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular to occasional attendance at meetings/events that may require work and travel outside of normal business hours.

### Supervision Given

- Oversees a team of Child Care Project Leads and the Senior Manager, Child Care Space Planning and Development.

### QUALIFICATIONS

- Bachelor's degree in Urban Planning, Architecture, Civil Engineering, Public Administration, Community Development, Early Childhood Education, or a related field from a recognized post-secondary institution.
- Minimum seven (7) years of experience, with at least five (5) years of progressive leadership experience in child care facility development, infrastructure planning, or community-based program management.
- Minimum four (4) years of experience providing leadership to others.
- Formal professional or technical designation in the appropriate area of expertise such as Registered Professional Planner (RPP) or Project Management Professional (PMP).
- A combination of relevant experience, education, and training may be considered.
- Strong working knowledge of BC Legislation, regulations, legal frameworks and procedures that regulate planning and development.
- Proven experience in leading cross-functional teams and strategic initiatives with organization-wide impact.
- Demonstrated experience in organizational governance, policy development, and aligning programs with strategic objectives.
- Demonstrated knowledge of financial management and the contracting process including the development of annual operating budgets.
- Strong analytical and problem-solving skills, with the ability to identify and evaluate potential partnership opportunities.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- Strong leadership skills, with experience in managing and mentoring teams to achieve common goals.
- Experience with government funding programs and other sources of financing for child care projects.
- Strong oral and written communication including editing and presentation
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's license may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.
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## MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes’kwât’sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim’sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât’sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.