



## **Association of Early Childhood Educators Ontario (AECEO)**

**Position:** Executive Director

**Position Overview:** As the AECEO's Executive Director, you will provide strategic and operational leadership for a dynamic, advocacy-focused professional association. Reporting directly to the Board of Directors, you will be responsible for the successful leadership and management of the organization, ensuring that its activities, projects, and policies align with the AECEO's mission and strategic priorities. You will inspire and coordinate a passionate staff team, shape public policy, oversee fundraising and financial sustainability, and represent the AECEO across Ontario. Your work will advance the professional stature of the ECE workforce and support the ongoing transformation of early childhood education.

### **Primary Responsibilities:**

#### ***Organizational leadership***

- Work with the board and staff to ensure that the AECEO's mission is fulfilled in accordance with strategic priorities
- Oversee day-to-day operations, ensuring efficiency and compliance with all relevant policies, laws, and regulations
- Responsible for signing all notes, contracts, agreements, and other instruments made and entered into and on behalf of the organization in accordance with the by-laws and policies of the organization
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Hiring, onboarding, performance management, development and retention of staff
- Provide caring and empathetic leadership to a small, passionate team, fostering a culture of trust, inclusion, collaboration, and accountability
- Promote staff well-being and engagement, particularly in a remote work environment, through open communication, clarity, and connection
- Maintain a strong remote work environment that supports employee well-being and performance with intersectional and diverse approaches
- Lead fundraising strategy and execution, including donor engagement, grant writing, and partnerships
- Ensure the organization's sustainability by researching funding sources and by overseeing the development of fundraising/grant plans
- Ensure that directors are being provided with timely and relevant information on operations, risks & opportunities necessary to discharge their duties and responsibilities
- Foster and maintain positive, collaborative relationships with staff and union representatives and ensure compliance with the collective agreement
- In collaboration with the Board, responsible for leading labour relations and collective agreement negotiations

### ***Public relations & public policy***

- Establish positive working collaboration and relationships with community groups, funders, government officials
- Monitor, research, evaluate and respond to public policy, budgetary and sector developments
- Establish and maintain professional working relations and cooperative arrangements with members, community members, stakeholders, organizations and government
- Represent the AECEO in the sector, broader social justice community and in the media through public speaking (webinars, panels, etc)
- Research, develop to contribute to outreach and advocacy materials, fact sheets, presentations, press releases and targeted communications

### ***Communications***

- Collaborate with sector partners and stakeholders, and oversee the organization's planning, development, and coordination of marketing strategies for, but not limited to, campaigns, events, programs, promotional strategies and materials, and outreach
- Contribute to the content, publication, and dissemination process for the AECEO's quarterly eceLINK magazine

### ***Financial***

- Lead the staff team in the development and monitoring of annual operating and projects-specific budgets ensuring the organization operates within budget guidelines
- Establish and maintain relations with funders and project partners
- Research availability of ongoing and project funding and develop grant or funding proposals that will support organizational projects and strategic plans
- Responsible for financial planning including exploring mechanisms to ensure organizational sustainability
- Ensure accurate and complete financial reporting to the Board
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Oversee bookkeeping, ensuring that sound bookkeeping and accounting procedures are followed
- Oversee the administer funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

### ***Legal***

- Ensure the organization retains legal counsel as needed to support compliance and risk management
- Ensure that the organization always operates in accordance with applicable laws, including without limitation CRA requirements

## **Qualifications**

- Minimum Bachelor's Degree in Early Childhood Education, Communications, Humanities, Social/Political Science or a related field of study, or equivalent combination of education and experience
- Early childhood education diploma from an accredited institution and experience working as an ECE in program is an asset
- Experience critiquing, developing, and advocating for social policies related to the ECE workforce is required

## **Skills, knowledge, and experience**

### *Required*

- Exceptional written communication skills, with the ability to produce clear, concise and professional documents for diverse audiences
- Confident public speaker, comfortable presenting to diverse audiences
- Experience in public policy analysis and development, and strong knowledge of government decision-making processes
- Commitment to work within anti-racist and anti-oppressive frameworks
- Demonstrated familiarity and competency with standard office software and video conferencing technology e.g., Microsoft Office 365, Zoom, Google Meet,
- Strong collaborative leadership skills with the ability to motivate and support a team
- Project and time management skills with the ability to manage multiple priorities effectively
- Ability to build and maintain strong and collaborative relationships with diverse partners and stakeholders
- Flexibility to work evenings and weekends as required

### *Preferred*

- Experience coordinating projects and leading staff teams in a collaborative environment
- Experience working with racialized and gender diverse communities, knowledge of anti-racism work, and the ability to work within intersectional teams
- Knowledge and understanding of critical theories of early childhood education
- Knowledge of the key issues impacting the early childhood workforce in Ontario
- Understanding of care ethics and commitment to creating a caring, non-hierarchical, organizational culture

### *Asset*

- Registered Early Childhood Educator
- G drivers license or equivalent full drivers license
- Experience working in or with a unionized environment



The AECEO is committed to leading with our values and ethics. This means we value the lived experiences of our applicants and believe potential and passion can be as valuable as credentials. We encourage applications from Black, First Nation, Métis, Inuit, and racialized individuals; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; disabled people; and members of other equity-seeking groups. As part of our learning and growth, we have made a commitment to implementing anti-racist hiring practices. If you would like to read more about our commitment, please visit [https://www.aeceo.ca/aeceo\\_job\\_opportunity](https://www.aeceo.ca/aeceo_job_opportunity).

If you are contacted by the AECEO regarding this job opportunity and require an accommodation due to disability to participate in the recruitment and selection process, please advise and we will work with you to meet your needs.

This is a 12-month contract position, with the possibility of renewal after the term has concluded.

**Work location: Primarily remote/from home, with occasional travel across Ontario for speaking engagements, advocacy events, and staff and policy meetings.**

- Applications will be reviewed on a rolling basis until the position is filled. To apply, please submit your resume and a cover letter outlining your interest and relevant experience to [apowell@aeceo.ca](mailto:apowell@aeceo.ca) by the end of **Thursday, August 28th**. Please use the subject line: Executive Director Application – Your Name.

Only candidates who are selected for interviews will be contacted. A short writing assignment will be requested from candidates when confirming an interview.

Start Date: Immediate/as soon as possible.

Salary: \$78,000 - \$82,000 per year, commensurate with experience, plus individual health benefits, three weeks vacation, and additional paid office closures in winter and summer.

### **Paid interview policy**

In recognition of the time and labour of preparing for and attending an interview, the AECEO financially compensates interviewees at a fixed rate of \$75 per interview. The AECEO will send interviewees the interview questions/themes 24 hours in advance of the interview to allow them time to process the questions. If a candidate is asked to prepare a presentation or assignment for an interview, AECEO will financially compensate the candidate for that work at a rate equal to the hourly rate for the position, based on the number of hours the hiring committee believes the task should take. The organization will not use ideas from presentations or assignments of candidates not selected for the position.