



## **JOB POSTING**

<b>JOB TITLE:</b>	Director – Strategy, Policy & Quality Assurance
<b>STATUS:</b>	Regular Full-Time
<b>POSITION LEVEL:</b>	Level 11 (under review)
<b>SALARY RANGE:</b>	\$83,551 - \$112,285
<b>HIRING RANGE:</b>	\$83,551 - \$96,858
<b>JOB LOCATION:</b>	32 Health Street West, Toronto (remote until office reopens, due to COVID-19 health precautions)

### **ABOUT MOTHERCRAFT**

Since 1931, Mothercraft has been a leader in healthy child development, working with our many community partners to meet the ever-changing needs of families. We are committed to excellence in service delivery and to continually adapting our programs based on the latest evidence and research. We are known for our ability to embed what we learn into everything we do – from our high quality childcare and family support programs, to our services for children with extra support needs, to infant and early childhood mental health programs, to post-secondary education and specialized training programs for childcare and early years’ professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

### **POSITION DESCRIPTION**

The Strategy, Policy & Quality Assurance (SPQA) Division provides leadership to all aspects of Mothercraft’s ambitious 10-year strategic plan, “Vision 2031”. This includes the development of implementation plans, oversight of data collection and evaluation activities, and responsibility for measuring and reporting progress to the Board of Directors and stakeholders. The Division oversees the ongoing review of existing policies, development of new policies and ensures compliance with the regulatory requirements of Mothercraft’s various service areas in collaboration with other Mothercraft Divisions. The Division will also identify and pursue opportunities that may arise through grant-writing, partnership development and/or new initiatives that align with the strategic plan.

The SPQA Director is responsible for all activities within the Division. The Director provides senior leadership to all activities related to the execution of the strategic plan, policy review and development, regulatory compliance, identification and pursuit of new opportunities, and quality assurance/evaluation. The Director provides direction to all SPQA staff, is an active member of the Senior Leadership Team and contributes high-level strategic advice to the Executive Director. The Director champions service excellence and effective practices across the organization in keeping with Mothercraft’s Mission, Vision and Values, Commitment to Excellence and the Strategic Plan. The Director oversees the effective operation of the Division and ensures all activities advance the priorities of the organization through effective engagement with, and accountability to, external and internal stakeholders. As a member of the Senior Leadership Team, the Director works collaboratively with peers and colleagues to operationalize the decisions of the Board of Directors and to ensure Mothercraft continues to be a leader in the child care/early years, education/training and early intervention sectors.

## QUALIFICATIONS & EDUCATION

- Master's Degree in a related field with a minimum of three years' experience in the not-for-profit sector; or Undergraduate degree with a minimum of five to seven years' experience in the not-for-profit sector.

## KNOWLEDGE & EXPERIENCE

- Minimum of five years progressive senior management experience is required; preferably in the not-for-profit/charitable sector. Experience in community, social services or health care field is required; experience in the early years, licensed child care, post-secondary education and/or adult learning sectors is preferred.
- Experience supervising staff and overseeing budgets.
- Demonstrated experience and/or expertise in some or all of the following:
  - Strategic planning, implementation, evaluation and data analysis
  - Project management, policy development and quality assurance
  - Regulatory/compliance requirements of licensed child care, early years programs, clinical and non-clinical early intervention programs
  - Government and stakeholder relations
  - Strategic planning and execution
  - High-level decision-making support to Executive Director/Board of Directors
- Analytic and strategic thinker; comfortable with executive-level problem-solving and decision-making
- Ability to multi-task and set priorities; comfortable with evolving/changing priorities
- Ability to manage complex budgets; comfortable with grant and fee-for-service revenue generation
- Self-directed and proactive; comfortable with limited direct supervision
- Exceptional communication and presentation skills
- Strong computer skills; high level of comfort with the use of current, new and emerging technologies

## VALUES

Ethics | Professional Excellence | Integrity | Quality | Partnership & Leadership | Diversity & Inclusion

## COMPETENCIES

Service Excellence | Teamwork | Accountability | Communication | Strategy Execution | Problem Solving

This position includes a comprehensive group health benefits plan, defined benefit pension plan and competitive paid time-off.

Qualified individuals are invited to submit their application to [careers@mothercraft.org](mailto:careers@mothercraft.org) by **June 24, 2021**. Internal candidates please quote "**Internal – Director, Strategy, Policy & Quality Assurance**". We thank all applicants for their interest. Only short listed candidates will be contacted.

*Mothercraft is committed to a workforce that is reflective of the diverse populations that we serve. We welcome applications from qualified individuals from all backgrounds. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Mothercraft strives to ensure that all recruiting processes are inclusive and barrier-free. If you require an accommodation, please advise the Human*



*Resources Department in advance of attending an interview. We are committed to a selection process and work environment that is inclusive, equitable and accessible.*