Bowen Children's Centre

Job Posting: Executive Director (Full-Time)

Who We Are

Bowen Children's Centre Society is a nonprofit childcare centre dedicated to providing high quality, inclusive, and nurturing early learning and care for children and families in our community. With a team of approximately 40 staff, we value collaboration, respect, and a supportive workplace culture.

Position Summary

The BCC is hiring a full-time permanent Executive Director to lead our organization and advance our mission of providing high-quality early childhood education and care on Bowen Island. Reporting to and working closely with the Board of Directors, the ED will oversee operations, finances, staff and programming, and be the BCC's voice with families, funders and community partners.

This role suits a leader who knows early learning from the classroom up, can run a nonprofit with sound judgment, and is committed to the fulfillment of the BCC's mission to provide high-end quality early childhood education and care services.

Key Responsibilities

Leadership and operations

- Oversee all aspects of the organization, including day-to-day operations, achievement of organizational goals and fulfillment of our mission
- Implement strategic plans that advance the BCC's mission and vision
- Develop and monitor annual operational goals and plans
- Support the BCC's succession planning

People and programs

- Supervise BCC staff and support the leadership team in their roles
- Assess and refine BCC programming on an ongoing basis
- Foster and grow the values and principles of Truth and Reconciliation across the organization

Finance, compliance and facilities

- Lead financial management and reporting
- Ensure compliance with all regulatory requirements

• Conduct facility audits for maintenance and safety, and arrange repairs and upgrades as needed

Funding, Partnerships and Advocacy

• Build and maintain positive relationships with community partners and funders
• Identify and pursue new funding opportunities
• Represent the BCC at events and meetings
• Work with government agencies, advocacy groups and other organizations to advocate on the BCC's behalf

As a small organization, we value flexibility; duties may evolve over time to meet the BCC's needs, always consistent with an executive director role.

Qualifications Required

• Early Childhood Educator (ECE) certification in good standing
• A minimum of 5 years experience working in early childhood education and/or a leadership position, with a strong understanding of quality early learning and care practices
• Demonstrated experience with budgeting, financial management and reporting, and regulatory compliance
• Proven ability to lead, supervise and support staff

Assets

• Residence on Bowen Island
• Experience in nonprofit management, including working with a Board of Directors
• Experience in fundraising, grant writing and/or building funder relationships
• Knowledge of Truth and Reconciliation principles and experience applying them in practice
• Strong communication, relationship-building and advocacy skills

Position Details and How to Apply

POSITION	EXECUTIVE DIRECTOR
REPORTS TO	Board of Directors
EMPLOYMENT TYPE	Full time (40 hours/week) *
LOCATION	Bowen Island, BC
SALARY RANGE	$95,000 - $110,000 / year
APPLICATION DEADLINE	November 23, 2026

*This role is a full-time position within a strong value-based organizational culture. Due to funding cycles, reporting requirements, community engagement, and organizational planning, there is a requirement for the ED to work longer hours during peak or demanding periods, with the opportunity to take time off or work shorter days to balance the schedule.

To apply, send your resume and a cover letter describing your experience in early childhood education and vision for the Bowen Children's Centre to **hr@bowenchildrenscentre.ca by November 23, 2026.**