



College of Early Childhood Educators
Chief Operating Officer

Committed to the provision of excellence in early childhood education as well as ethical and professional standards within the profession, the College of Early Childhood Educators (the College) is responsible for 53,000+ members; is one of the largest self-regulatory bodies in Ontario; and, is the only professional self-regulatory body for early childhood education in Canada. Its members come from diverse backgrounds and are a reflection of the pluralism found among the children and families that they serve. This diversity is also reflected among a staff of 60+/- at the College, a College with an operating budget of approximately \$10M.

As an equal opportunity employer, the College continues to create an inclusive environment in which diversity and differences are welcomed and valued. Leading with these values, the College is accepting nominations and applications for the role of *Chief Operating Officer*—a role that oversees the College’s Corporate Services Department, including Finance, IT, Human Resources, Risk Management, Facilities, and Communications and Stakeholder Relations. The incumbent is a member of the Executive Leadership Team (ELT) and contributes to the strategic planning and ongoing operations of the College.

Reporting to the Registrar & CEO, among other areas the Chief Operating Officer is responsible for developing strategies to increase efficiencies and operational effectiveness; ensuring the College’s ongoing financial sustainability; enhancing the College’s IT infrastructure; and, managing and mentoring direct and indirect reports including coaching, goal setting, recruitment, performance management, professional development and training. The individual most likely to realize success in the role has a CPA, MBA, or a combination of education and relevant experience; several years’ experience in management and leading corporate services functions; leadership and financial literacy skills; and, analytical, critical thinking and problem-solving skills to inform matters related to the College’s strategic directions. Excellent verbal and written communication skills are required, as is the ability to work in a fast-paced environment where change is constant. A natural inclination towards positivity and kinship with colleagues is highly sought.

Interested applicants can send their resume to coo@college-ece.ca. College of Early Childhood Educators invites applications from all qualified candidates. College of Early Childhood Educators is partnering with BIPOC Executive Search to ensure an applicant list that includes Black, Indigenous, and People of Colour, thereby reflecting Canada’s diverse population. Applicants from the BIPOC community can send their resume to Jason Murray at jmurray@bipocsearch.com.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants with disabilities. We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.