



Executive Director

Reports to: Board of Directors

Salary: \$33.12 - \$38.62 hourly

Hours: Full-time, 37.5 hours per week, with occasional evenings or additional hours as required to support Centre operations, meetings, and events.

Term: Full time, Permanent

Location: Dartmouth, Nova Scotia

Deadline: October 9, 2026

About Dartmouth Day Care Centre

Dartmouth Day Care Centre is committed to providing high-quality, inclusive early learning and child care where children feel safe, supported, valued, and encouraged to learn and grow.

Working in partnership with families, educators, and the community, we strive to create a welcoming environment that supports the development and well-being of every child in our care.

Position Summary

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership and successful operation of Dartmouth Day Care Centre. The role provides leadership to staff, oversees program quality,



regulatory compliance, financial and administrative operations, and builds strong relationships with families, the Board, and community partners.

A key priority for the Executive Director will be strengthening organizational systems, processes, and technology to support efficient and effective Centre operations.

Education & Experience

- Level 2 or Level 3 Early Childhood Educator classification recognized by the Province of Nova Scotia, as required for a facility director.
- Postsecondary education in Early Childhood Education, Child Development, Education, Non-Profit Management, Business Administration, or a related field is considered an asset.
- Leadership or management experience, preferably within licensed child care, early learning, non-profit, or community-based settings. A minimum of 5 years experience is preferred.
- Strong knowledge of child development, developmentally appropriate practice, and inclusive early learning environments.
- Strong knowledge of Nova Scotia's early learning and child care legislation, regulations, licensing requirements, employment standards, occupational health and safety requirements, and funding environment.
- Demonstrated experience in financial oversight, organizational administration, policy development, technology-enabled systems, and working with Boards or community partners.
- Current First Aid and CPR certification, or willingness to obtain.
- Successful completion of required criminal record, vulnerable sector, and child abuse registry checks.



Ideal Candidate

The ideal candidate is a people-centred, organized, and confident leader who leads with empathy, integrity, consistency, and sound judgment. They are collaborative, proactive, and solutions-oriented; communicate clearly and confidently, including when navigating difficult conversations; and are able to balance strategic leadership with the day-to-day realities of a child care environment.

They embrace innovation and continuous improvement and are committed to equity, inclusion, belonging and high-quality early learning and child care.

How to Apply

Please submit your resume and cover letter to dartmouth.daycare.board@gmail.com with the Executive Director in the subject line by **Friday, October 9, 2026**.

We thank all applicants for their interest. Only candidates selected to move forward in the recruitment process will be contacted.

Dartmouth Day Care Centre is committed to an inclusive and accessible recruitment process. Applicants requiring accommodation during any stage of the recruitment process are encouraged to let us know.