



INTERIM EXECUTIVE DIRECTOR (15 MONTHS)

FOOTHILLS CREATIVE BEGINNINGS

AccessHR is excited to partner with **Foothills Creative Beginnings (FCB)** for the recruitment of a full-time interim Executive Director (ED) for a 15-month period. This period will include a transition overlap with the incumbent.

Target start date is May 2025; the successful candidate will live in, or close to, the Greater Calgary Metropolitan Area and will primarily work from FCB's Village Square location in Northeast Calgary.

ABOUT FOOTHILLS CREATIVE BEGINNINGS

Foothills Creative Beginnings (FCB) has been a leader in early learning and early intervention in Calgary and surrounding areas for 40+ years. FCB operates a preschool and kindergarten in both Cochrane and Northeast Calgary, a new childcare centre (slated to open in April of 2025) at their Village Square Mall location and provides early intervention services to 600 children at approximately 60 early learning partner sites.

Across all programming, their passionate and dedicated staff continue to uphold FCB's original commitment to providing inclusive and accessible services. Their multidisciplinary team offers wrap-around, tailored supports to children within their communities while maintaining an overarching focus on joyful play guided by purposeful teaching.

POSITION DESCRIPTION

The interim Executive Director reports to a Governance Board and leads a solid, knowledgeable team of 5 Directors. In addition, the ED supports a team of 130 multidisciplinary staff members, largely employed on a part-time or term basis, with many at home-based or partner sites.

This is both a strategic and hands-on leadership role entrusted with ensuring day-to-day operations run smoothly. It is well suited to an approachable, trusted professional with a love of working directly with children and individuals with neurodiversity.

Prior experience working with young children is essential, along with an appreciation for the constant creativity and lively energy they bring to their environments. A significant aspect of this role involves day-to-day adaptability while successfully aligning activities and communications with the bigger picture.

FCB is seeking a leader who will continue to build and promote their organizational culture and offerings, both internally and to the larger community. As the successful candidate, you will have experience "leading leaders" and will bring powerful relationship-building, communication, and leadership skills.

You will also bring an intrinsic motivation to make a positive difference in the lives of others and ... a sense of humour!

KEY DELIVERABLES

- **Leadership:** Build trust with all stakeholders through an open, honest, and down-to-earth approach; empathetic with extraordinary active listening skills.
- **Strategic Direction:** Emphasize and come back to “purpose” when communicating with everyone including the Board of Directors, Directors, and team members.
- **Financial Oversight:** Provide financial and risk management oversight; support creation of budgets, internal controls, and accountability policies.
- **Operational Excellence:** Lead delivery of “best-in-class” licensed programming, kindergarten, and early intervention programs in an accessible, safe, and welcoming environment.
- **Administration:** Ensure timely, transparent, and clear communication throughout the organization and to the Board of Directors; conduct vendor negotiations.
- **Human Resources Management:** Lead full employee lifecycle including recruitment and performance management; ability to review and update policies and procedures.
- **Communication/Community Involvement:** Build and maintain collaborative relationships with partner organizations, community groups, funders, politicians, and other stakeholders.
- **Fun and Safety:** Maintain an accessible, fun, and safe environment that enables children to do their best learning and employees to do their best work.

QUALIFICATIONS

- **Empowering & Collaborative Leadership:** Ability to lead and engage with a talented team; removes roadblocks and is available to all with a curiosity-based approach.
- **Emotional Intelligence:** Asks open-ended questions, remains composed under pressure, celebrates shared successes, and ensures a psychologically safe work environment.
- **Engaged & Supportive:** Approachable to employees, families, children, and all other stakeholders; aware of surroundings and is willing to proactively help as needed.
- **Communicator & Active Listener:** Exceptional written and verbal communication; able to influence others by encouraging open dialogue and modelling active listening.
- **Empathetic:** Understands diverse perspectives and provides appropriate solutions and alternatives; resolves conflicts and achieves consensus while building trusted relationships.
- **Business & Financial Acumen:** Knowledge of financial statements, budgeting, forecasting, and key financial metrics; demonstrated ability to use information to deliver efficiencies.
- **Human Resources (HR) Acumen:** Solid understanding of employee standards and HR best practices; comfortable acting on them and/or engaging third-party HR support as needed.
- **Prioritization & Change Management:** Triage and prioritizes organizational and daily demands while implementing processes to minimize decision-making; ability to adapt, implement new technologies, and live in ambiguity while inspiring others to embrace change.

EDUCATION & EXPERIENCE

- 5+ years’ experience leading leaders and front-line staff in a non-profit environment.
- 10+ years’ progressive experience in early childhood education, childcare, education, or similar environments.
- In-depth understanding of and practical experience with Alberta Education.
- Experience working closely with and/or reporting to a Board of Directors.
- Comfort and capability with technology, including the full suite of Microsoft 360 applications.

ASSETS

- Bachelor's or master's degree in a related field.
- Experience working with government grants and subsidies.

WHAT WE OFFER

- Competitive compensation package.
- Full employer-paid benefits and free on-site parking.
- Lead one of the best workplaces in Alberta; recognized by *Great Place to Work*.
- Work with and learn alongside industry-recognized professionals; learning, development, and playfulness are part of the culture!
- Monday to Friday from 8:30 am until 4:30 pm with flexibility.
- Opportunity to lead a dedicated, committed, and fun team doing fantastic work developing the next generation of great humans.

POSITION REQUIREMENTS

- In-person position with limited ability to work from home.
- Successful completion of a Vulnerable Sector Check.
- Valid Class 5 Driver's Licence and access to a reliable vehicle.

APPLY

Interested candidates are invited to apply with a cover letter and resume to [HERE](#). **Please note that the position posting will close at 6:00 pm on April 7th, 2025.**

All applicants will receive a personalized response, and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as Foothills Creative Beginnings is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, ableness, sexual orientation, gender identity or expression, and religious beliefs.