



Established in 1944, Mothercraft™ Ottawa is a charitable, non-profit organization and has been a respected family service and childcare centre in the Ottawa community, providing **inclusive** programs and services for parents with infants and young children. Our mission is to enhance the well-being of families through responsive, quality services, and we achieve this by developing innovative programs and support services for parents and caregivers. We offer licensed early learning and childcare on a full-time, part-time and respite basis for children aged 6 weeks to 12 years during the school year and throughout the summer. In addition to our center-based care, we also provide licensed home childcare options for families seeking a more personalized environment. The Mothercraft™ Ottawa Board is currently seeking an **Executive Director** to lead our team and to be the face of the organization with the community, key partners, and stakeholders.

### **Executive Director**

Reporting to a strong and committed Board of Directors through the Chair, the Executive Director provides **strong** leadership and strategic direction to advance the mission, vision, and values of Mothercraft™ Ottawa. They are responsible for overseeing the operational, financial, and administrative functions of the Agency, ensuring continuous quality improvement and compliance with relevant legislation and guidelines. The Executive Director fosters a thriving, inclusive culture where staff are empowered to perform at their best and ensures the delivery of high-quality, safe and supportive services to children, families, and caregivers. The Executive Director will also:

- Act as the primary spokesperson and ambassador for Mothercraft™ Ottawa, promoting the Agency's mission and values.
- Build and maintain strong relationships with government agencies, community organizations **and corporate partners**.
- Advocate for policies and initiatives that advance the well-being of children and families, representing Mothercraft™ Ottawa in relevant forums and discussions.
- Ensure clear, transparent, and consistent communication with staff, parents, caregivers, and the broader community.

The ideal candidate will have successfully led people, strategy and change in a complex, multi-stakeholder, and multi-issue not-for-profit/NGO sector, ideally related to social services or youth, with a minimum of 10 years of experience, with at least 5 of those years in a management role. You are someone who is passionate about early childhood education and is committed to nurturing young minds and empowering families. Candidates will bring a welcoming, supportive and compassionate nature along with a successful record in proactive programming, fundraising, communications, people and team development, advocacy, and community relations. You will possess the highest level of honesty and integrity and will be an effective and transparent communicator in all respects, operating collegially and collaboratively at all levels.

If you are ready to make a lasting impact on children and families in the community, we invite you to visit their website at [www.mothercraft.com](http://www.mothercraft.com) to learn more about Mothercraft™ Ottawa. Should you wish to learn more about this extraordinary leadership opportunity, please call (in strictest confidence) Mike Lupiano at 613-862-2999, Nicole Poirier at 613-915-5030, or email your CV and a thoughtful letter of introduction to: [Executive.mothercraft@lupianosearch.com](mailto:Executive.mothercraft@lupianosearch.com) .

*We thank all applicants for their interest, however only those under consideration for the role will be contacted.*