



## Executive Director

LOCATION: Vernon, BC  
JOB TYPE: 1.0 FTE (Monday - Friday), 7.5 hours per day (8:30am - 4:30pm), in-person  
START DATE: March 3, 2025

The North Okanagan Neurological Association (NONA) is searching for an Executive Director (ED) for their Child Development Centre in Vernon, BC. The ED will report to the Board of Directors and will lead and oversee all operations including financial management, program management, strategic planning and community relations.

The ED's leadership style will be strategic and thoughtful with the goal of maintaining a positive culture in a healthy workplace. The ED's collaborative team approach will be guided by a focus on the best interests of the children and families being served.

### Who we are:

NONA is the centre for child development services in the North Okanagan. NONA offers programs and services to families and caregivers of children with a wide variety of developmental challenges. We provide services in the home, community and at our centre for approximately 700 children and youth annually.

NONA is accredited by the Commission for the Accreditation of Rehabilitation Facilities.

### Executive Director Core Competencies:

Provides support to the Board of Directors to ensure Board leadership strength and integrity.

Effectively prepares annual operational budgets and extraordinary capital budgets. Manages finances to ensure continuity of program delivery. Prepares regular financial reports for the Board.

Leads the strategic planning process for short- and long-term goals.

Oversees programs and provides support to management and staff that enables them to meet strategic program goals.

Participates in a leadership capacity with provincial child development centre colleagues.

Maintains collaborative relationships with local stakeholders who provide child development services.

Builds and maintains strong relationships with donors and community fundraising supporters.



Requirements:

- Master's Degree from a recognized university in Health or Business Administration. At the Board's discretion, other related disciplines may be considered.
- Minimum 10 years' upper-level management experience in a directly related field.
- Demonstrated knowledge of child development services.
- Knowledge of the principles, practices and techniques of business.
- Experience in human resource management as it relates to Collective Agreements.
- Knowledge of government processes and ability to engage in governmental relations.
- Experience working with and reporting directly to a board of directors.

What we offer:

We offer a supportive, diverse, inclusive and equitable work environment that is culturally responsible.

The position provides a comprehensive benefits package which includes:

- Extended health benefits
- Municipal Pension Plan
- Paid time off (vacation and sick)
- In-house trainings and opportunities for professional development
- Social & Wellness initiatives

Salary range of \$147,142 - \$183,927 annually per Health Employers Association of BC (HEABC) Range 16

How to apply:

Submit your resume and a cover letter explaining why you would be a great fit for our team to our confidential email: [bod@nona-cdc.com](mailto:bod@nona-cdc.com) by November 15, 2024.

Only applicants who meet the minimum requirements will be considered.

