



Request for Proposal (RFP) Provincial Advocate

BC Association of Child Development and Intervention (BCACDI)

Location: Remote, with occasional travel within British Columbia

Contract Role: Part-time, approximately 792 hours per year

Annual Compensation: Approximately \$67,000

About Us

The BC Association of Child Development and Intervention (BCACDI) is a provincial association representing 45+ agencies that provide child development and therapy services for approx. 65,000 children and youth with support needs across British Columbia. Our work focuses on strengthening the service system through leadership, collaboration, advocacy, and sector capacity-building. Together with our member agencies, we are committed to improving outcomes for children, youth, and families throughout the province.

Position Summary

BCACDI is seeking a skilled and strategic Provincial Advocate (Executive Director) to guide the organization's ongoing development and advance key provincial priorities. Reporting to the Board of Directors, the Provincial Advocate is responsible for driving implementation of the strategic plan, leading BCACDI's advocacy efforts, and overseeing operational activities.

The ideal candidate brings demonstrated leadership experience, a strong understanding of the needs of children and youth with support needs, and the ability to build productive relationships with government and sector partners. This is a part-time contract role that offers flexibility while making a meaningful provincial impact.

BCACDI is a provincial non-profit organization, founded in 1996, which provides advocacy and opportunities for collaboration to member agencies throughout British Columbia. Member agencies are non-profit, accredited, and provide diagnostic, developmental, intervention and support services for children and youth with special needs and their families.

Office of the Provincial Advocate
PO Box 29191 OKM, Kelowna, BC; V1W 4A7
E-mail: memberservices@bcacdi.org; Visit: www.bcacdi.org



Key Responsibilities

Leadership and Strategy

- Lead the implementation of BCACDI's strategic plan in collaboration with the Board of Directors.
- Provide strategic leadership that reflects BCACDI's mission, values, and advocacy priorities.
- Serve as the organization's primary spokesperson with government, sector partners, and the public.

Advocacy and Policy

- Build and maintain strong relationships with relevant government Ministries, elected officials, and advocacy partners.
- Lead the development and execution of advocacy initiatives and policy recommendations.
- Monitor provincial policy developments and provide informed guidance to the Board on implications and recommended responses.

Operational and Financial Management

- Oversee the organizational budget and ensure responsible financial management.
- Manage day-to-day operations, including staff (2 part time) or contractor supervision, program coordination, and policy development.
- Ensure compliance with applicable legal, regulatory, and ethical standards.
- Lead the preparation of grant proposals, reports, and related documentation.

Board Engagement

- Provide regular updates to the Board of Directors and seek strategic direction as needed.
- Support Board development through identifying and recommending prospective members with relevant skills and experience.

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Qualifications and Skills

Education

- Bachelor's degree required; a graduate degree in a related field is an asset.

Experience

- Minimum 5–7 years of leadership experience in nonprofit management, government relations, public policy, or advocacy.
- Proven success in leading advocacy efforts and building relationships with diverse stakeholders.

Skills

- Strong understanding of public policy processes and effective advocacy strategies.
- Excellent communication and relationship-building abilities.
- Experience with budgeting, financial oversight, and resource management.
- Ability to work independently and manage multiple priorities in a remote environment.

Note: This role is part-time and remote, with flexible scheduling. Travel to Victoria and other regions of the province will be required periodically.

Why Join Us?

This role offers an opportunity to contribute to meaningful systems-level change in support of children, youth, and families across British Columbia. As BCACDI's Provincial Advocate, you will help shape the future of child development and intervention services while working alongside committed leaders from across the province.

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Proposal Submission

Interested contractors are invited to submit a proposal including:

- Resume
- Cover letter
- Description of qualifications and relevant experience
- Two professional references

Please submit proposals to **jobs@bcacdi.org**

Position open until filled, applicant review commences April 10th 2026.

We appreciate your interest and look forward to reviewing your submission.

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