



POSITION PROFILE

Chief Financial Officer

2021

ABOUT CYSTIC FIBROSIS CANADA

Cystic Fibrosis Canada has dramatically changed the cystic fibrosis story. We have advanced research and care that has more than doubled life expectancy. Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government and donors. We work together to change lives through treatments, research, information and support. Despite our remarkable progress together, we are not yet done. Not when a child with cystic fibrosis still has only a 50% chance of living beyond their 50s. We will keep pushing, keep going further until all people with cystic fibrosis can and do experience everything life has to offer — and enjoy everything life has to offer. Learn more at www.cysticfibrosis.ca

THE ROLE

Reporting to the CEO, the Chief Financial Officer (CFO) will be essential to the successful execution of the vision and goals of Cystic Fibrosis Canada (CF Canada). As part of the executive leadership team, and with the support of a team, the CFO will provide vital input into key financial and technological strategic decisions in order to support the ongoing growth of the organization.

To help individuals and departments operate as a cohesive team, the CFO will ensure that they are supported by highly efficient business practices. By fostering progress and fine-tuning processes as needed, the CFO will ensure the organization is kept on track and positioned for the future.

In this role, the CFO will be responsible for the financial health of CF Canada, including managing the potential risks associated with operating a national health charity comprised of multiple chapters and programs, all with various types of stakeholders and funders.

Building effective relationships with key stakeholders, including the executive leadership team, board, finance committee, funders and various levels of government, is an essential part of this role.

KEY RESPONSIBILITIES

Financial Reporting & Analysis

- Report on all financial activities of the organization on a monthly and yearly basis to the senior leadership, board of directors and audit committees.
- Assist the CEO with all analysis relating to key business decisions.
- Support the development of the annual business plan and budget to align with strategic plan commitments.
- Work with senior leadership and program staff to assist with their budgeting and reporting needs, providing guidance, training and financial acumen.
- Liaise and coordinate with auditors, managing the auditor relationship.
- Develop an excellent understanding of the various funding agreements, establishing processes to deliver key accountabilities.
- Ensure compliance with regulatory bodies and the CRA.
- Develop, recommend, implement and monitor risk management systems to ensure the integrity of financial practices and compliance with the expectations of funders and auditors.
- Prepare management and financial statements and reports to meet differing stakeholder requirements.

Technology

- Review and analyze current organizational systems and look for opportunities to improve performance and transition to more leading-edge, digital technology.
- Identify, after consultation with key stakeholders, ways in which technology can support the efficiency and growth of the organization. Evaluate all existing systems against the current needs of CF Canada.

Planning & Governance

- Provide input into the overall strategic direction of CF Canada with specific accountabilities for finance and technology, in light of competing needs and limited resources.
- Bring strategic thinking and business planning to the finance and technology functions.
- Work closely with the CEO and executive team to make proactive business decisions, especially as they relate to revenue-generating objectives.

THE OPPORTUNITY

The CFO position at CF Canada is a new role that offers the opportunity to provide strategic oversight on all systems and financial processes, bringing operational thinking and best practices to CF Canada. The role provides significant opportunities for innovation and creative thinking while ensuring sound Finance processes. The new CFO will play an essential role in the growth and financial health of the organization.

THE IDEAL CANDIDATE

The ideal candidate is a CPA and seasoned financial leader, with experience supporting a CEO, Board and executive team. They also have experience overseeing technology and general operations and understand how to streamline processes and create efficiencies while reducing costs.

The CFO will be a highly trusted and valued partner to the CEO and executive team. CF Canada leadership will rely on the CFO for thoughtful counsel, mature perspective and positive demeanor. The CFO will use the role to protect the best interests of the organization and mitigate risk.

Highly strategic, analytical and an excellent project manager, the CFO must also possess outstanding relationship management skills. They provide their staff with strong leadership combined with effective coaching and hire high-performing individuals to add to their team.

Finally, the CFO is collegial, able to build consensus, and has demonstrated the ability to unite different departments to create collective processes across a national organization. They are a great team player, strategic, progressive and decisive.

PERSONAL ATTRIBUTES

The CFO is a smart and capable individual who is highly collaborative and results oriented. They have a strong customer service orientation and see finance and technology as a way to help their organization meet key objectives and advance their cause. The CFO is flexible, agile, responsive and is excellent at translating technical financial matters to non-accounting staff. Strategic by nature and highly detail oriented, the CFO relishes the opportunity to improve processes and create strong financial systems. They value innovation and keep an open mind when considering the ideas of their team and leadership colleagues.

CORE COMPETENCIES

- Ten-plus years of experience as a finance with at least five years as a senior leader reporting to a board or senior finance committee.
- A track record providing finance support to a national NFP organization with multiple chapters and locations, and full reliance on private and government dollars.
- Demonstrated ability to execute strategic plans and support the CEO and executive team with key business decisions.
- Proven financial management and budgeting skills.
- Ideally has experience implementing and improving technological systems.
- Excellent management skills. Understands how to recruit, assess and motivate talent. Delegates key responsibilities to staff, assigning the right people to the right roles.
- Significant skills in financial analysis and problem solving.
- Ability to prioritize projects and activities against the resources and needs of an organization.
- Strategic thinker who can also understand the details.
- Excellent communications and presentation skills.
- Strong analytical and problem-solving skills. Makes sound business decisions based on data and statistics.
- Possesses both high EQ and IQ.
- French language skills an asset.
- Candidates must have their CPA designation. An MBA would be a definite asset for the role.

ADDITIONAL INFORMATION

The CF office is in central Toronto. CF employees are currently located in home offices and will be so until at least the fall of 2021.

CF Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We will be happy to work with applicants requesting accommodation at all stages of the hiring process.

For additional information on their values (Excellence, Accountability, Caring & Teamwork), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca.

HOW TO APPLY

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resumé along with cover letter that sets out your interest in the role and highlights the experience you have relevant to it. The preferred method of submitting an application is online at searchsmartconnect.com/jobs

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