



Position Profile

Vice President of Finance and Administration 2022



About Crohn's and Colitis Canada

Crohn's and Colitis Canada is the only national, volunteer-based charity focused on finding the cures for Crohn's disease and ulcerative colitis and improving the lives of children and adults affected by these diseases.

They are one of the top two health charity funders of Crohn's and colitis research in the world, investing \$140 million in research since 1974, leading to important breakthroughs in genetics, gut microbes, inflammation and cell repair as well as laying the groundwork for new and better treatments.

They are transforming the lives of people affected by Crohn's and colitis (the two main forms of inflammatory bowel disease) through research, patient programs, advocacy, and awareness.

<https://crohnsandcolitis.ca/>

The Role

Reporting to the CEO, the Vice President of Finance and Administration will be a key contributor to the successful execution of the organization's new strategic plan with pillars in research, patient programs, advocacy, fundraising, and digitalization.

As part of the executive leadership team, and with the support of a Manager of Finance, Manager of Office Services and Manager of Technology (Services and Solutions), the Vice President of Finance and Administration provides vital input into key financial and technological decisions in order to support the growth and modernization objectives of the organization.

The Vice President of Finance and Administration is responsible for the financial health of Crohn's and Colitis 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, and a large investment portfolio.

The Vice President of Finance and Administration will ensure that departments such as fund development and research are supported through the creation of highly efficient business processes and decision-making models to support key business decisions. The ability to build effective reporting relationships with important stakeholders, including the executive leadership team, Board, finance and audit committee, funders and various levels of government, is essential.

Building a strong and talented team of staff is also key to the role, ensuring the right individuals are in the right seats doing the right work, and are empowered to make decisions, take risks and be accountable for their area of focus. Providing leadership and mentorship to the team will be an immediate priority.

Key Responsibilities

Financial Reporting & Analysis (40%)

- Report on all financial activities of the organization on a monthly and yearly basis to the senior leadership, board of directors, and finance and audit committee.
- Assist the CEO and executive team with all analysis relating to future business decisions.
- Support the development of the annual business plan and budget to align with strategic plan commitments.
- Lead the continue improvement of policies and procedures to reflect the changing practices and culture of the organization.
- 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 and granting agreements, establishing processes to deliver key accountabilities on a quarterly basis.
- 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.

Technology (20%)

- Review and analyze current organizational systems and look for opportunities to improve performance and transition to more leading-edge, digital technology, and modern work solutions that enable a Hybrid work environment and facilitate a broader reach into the communities we serve.
- 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 Crohn's and Colitis Canada and determine the staffing requirements.
- Integrate and automate various systems to work harmoniously together; this includes fundraising software.

Planning and Administration (20%)

- Provide input into the overall strategic direction of Crohn's and Colitis Canada, with specific accountabilities for finance, technology and administration, in light of the competing needs and limited resources of a NFP organization.
- Bring strategic thinking and business planning to the finance and technology functions.
- Work with office services to make decisions about issues such as current and future office space, in keeping with the organization's modern and flexible work practices.
- Work with external vendors as required.

Staff Management (20%)

- Determine the right staffing configuration for finance, technology and administration, and ensure the right staff are hired, mentored and supported.

The Opportunity

CEO Lori Radke has a mandate to grow and modernize Crohn's and Colitis Canada through talent, systems, processes and a strong strategic plan. The Vice President of Finance and Administration will be essential to implementing the organization's vision. They will be given the autonomy to build a strong and vibrant team to support the growth of the organization as it becomes more innovative and forward-thinking.

The Ideal Candidate

The ideal candidate is a CPA with 10-plus years of experience as a financial leader, has spent at least five years in a senior leadership role that reports to a CEO and supports the executive team and the finance committee of the Board. While preference will be given to accounting leaders within the charity sector, the organization is open to considering any qualified individuals with charity-related experience; because they are entering an organization that is entirely reliant on private donations, this individual must have experience with charity finance and accounting in some capacity. Preference will be given to those with first-hand knowledge of granting and investment finance.

The ideal individual is also experienced in overseeing technology and general operations, and understands how to streamline processes and create efficiencies while reducing costs. Familiarity with overseeing technological transformations and systems integration, whether through staff or outside vendors, and with a strong change leadership mindset, will be a definite asset.

A seasoned manager of staff, the successful applicant will have built skilled finance, technology and administrative teams who are responsive to the needs of their organization. They will have had experience in assessing needs in order to determine how best to resource each department. Their track record demonstrates the ability to empower staff and build their skills and accountability.

The Vice President of Finance and Administration will also have a track record as a highly trusted and valued partner to a CEO and executive team. The leadership of Crohn's and Colitis Canada will rely on the Vice President of Finance and Administration for thoughtful counsel and support to make key business decisions.

Finally, the Vice President of Finance and Administration is collegial, able to build consensus, and has demonstrated experience uniting different departments to create collective processes across a national organization. They are a great team player — strategic, progressive and decisive.

Personal Attributes

The Vice President of Finance and Administration is a smart and energetic individual who is highly collaborative and focused on results. They have a strong customer service orientation and see finance and technology as ways to help their organization meet key objectives and advance its cause. The successful candidate is flexible, agile and responsive, and is excellent at translating technical financial matters for non-accounting staff. Strategic by nature and highly detail oriented, the incumbent 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. While they are a member of the executive group, they also must be willing to roll up their sleeves and help their team when required. But they must also know when to step back and let staff

members accomplish their objectives. As a leader in the organization, the incumbent's actions must reflect the key capabilities of the organization, such as candor, authenticity, open-mindedness and respect. They are open to debate at the executive level and are willing to give and receive feedback. Finally, they have a natural sense of urgency and are able to move and make decisions quickly when necessary to help move the organization forward.

Core Competencies

- Proven financial management and budgeting skills.
- Excellent management skills. Understand how to recruit, assess and motivate talent. Delegate key responsibilities to staff, assigning the right people to the right roles.
- Significant skills in financial analysis and problem solving.
- Ability to assess the resources and needs of the organization in order to prioritize projects and activities.
- Ability to think strategically while not losing sight of important details.
- Change leadership mindset.
- Excellent communication and presentation skills. Can comfortably present to senior leaders.
- Strong analytical and problem-solving skills. Makes sound business decisions based on data and statistics.
- Possesses enterprise-wide thinking as evidenced in their current and previous work.
- French language skills an asset.
- Candidates must have the CPA designation. An MBA would be a definite asset for the role.

Other

Ideally the candidate will be in the GTA so they can be in the Toronto office once or twice a week. This means being within commutable distance of the office at 439 University Ave.

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 your relevant experience to vesna@searchsmart.ca. Please include your salary expectations in your cover letter.

Crohn's and Colitis 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, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

Contact Details

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