

Vice President, Finance & Administration

The Ottawa Regional Cancer Foundation is the voice for cancer survivorship in Eastern Ontario. Our mission is to help people living with cancer by providing local residents with increased access to person-centered care through the delivery of the Cancer Coaching Health and Social Care Service, innovative cancer research and a world-class clinical trials program.

In 2015 the Ottawa Regional Cancer Foundation celebrated its 20th anniversary. The Foundation is incredibly proud of what we have accomplished in our community, thanks to the generosity of our donors. We have listened to the needs of cancer patients and their families, along with oncologists and researchers – and have worked tirelessly to ensure local families have access to the very best care, right here at home. We have remained steadfast in our resolve to ensure cancer care and research continue to be a top priority year-round in our community.

The Ottawa Regional Cancer Foundation has recently hired a new President & CEO and is prepared to embrace a bold new vision. We're now searching for a **Vice President of Finance & Administration** to join our leadership team and play an integral role in realizing that vision and ensuring the Foundation's future relevance, credibility, and viability.

Reporting to the President & CEO, the VP of Finance & Administration is a progressive and strategic leader who will ensure that our Finance, HR, IT and Facilities Management systems, processes and people are well positioned to enable the continued provision of exceptional care to those touched by cancer within our community.

Key Responsibilities:

Finance

- Direct the management and control of the Accounting and Treasury functions, including asset/liability management, investment management, risk and performance management and reporting.
- Plan, develop and manage budgets and reserve funds.
- Oversee the preparation of annual audited financial statements; liaise with external auditors.
- Direct the gift processing services of the Foundation.

Operations

- Oversee the development, implementation and management of HR strategy, policies and processes, ensuring optimal organizational and individual performance.
- Oversee the evaluation, enhancement and management of the Foundation's Information Technology, Information Security, and business systems infrastructure, including managing relationships with Managed Services Providers.
- Develop and maintain effective business continuity plans.

- Oversee and improve Facilities Maintenance strategy and operations, with a particular focus on long-range FM planning.
- Oversee risk management strategy and processes, including conducting annual risk assessments.
- Lead the financial granting process, including the review of grant applications, awarding grants and developing grant agreements.

Our Ideal Candidate:

- CPA or equivalent combination of education and experience.
- 10+ years progressive experience in Finance leadership role(s).
- Significant experience leading the Finance function in charitable organization(s), with a sophisticated understanding of donor cultivation and solicitation practices.
- Broad knowledge of, and experience overseeing, HR, IT and Facilities Management programs.
- Deep experience leading budget development processes and structuring capital reserve funds.
- Strategic thinker and planner, with the ability to foresee, analyze and mitigate risk.
- A progressive, collaborative, engaging leader with the passion and energy to build relationships, empower teams, and play a lead role in driving the Foundation's mission and impact.
- Exceptional communication and interpersonal skills.
- Technologically-inclined, with strong knowledge of Finance and HR systems.
- Excellent vendor management and contract negotiation skills.
- High integrity and transparency with the proven ability to lead and innovate within uncertain times.
- Bilingualism is a significant asset.

To Apply:

Please submit your cover letter and resume to our executive recruitment partner, the Business Sherpa Group, at careers@businesssherpagroup.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Ottawa Regional Cancer Foundation is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We are committed to providing accommodations for individuals with disabilities throughout the recruitment process.