

DIRECTOR, FINANCE & OPERATIONS

Reporting to the President and CEO, the Director of Finance & Operations plays a leadership role in overseeing the Friends Foundation's financial and operational functions. As a member of a dynamic team and ambassador for the organization, you will support the President & CEO, the Foundation Board, and its Finance and Risk Committee with timely performance reporting and analysis and ensure compliance with all regulatory and statutory requirements.

Why the Friends Foundation?

The Friends of The Moncton Hospital is the philanthropic arm of The Moncton Hospital in Moncton, NB. We work to inspire giving to help fund new technologies, innovation, renovated spaces and placing the right tools in the hands of our medical staff to strengthen patient care. In addition to a competitive compensation package including comprehensive benefits and RSPs, we are proud to provide a collaborative and enriching work environment. We value inclusivity and diversity in the workplace and a respectful work environment free from discrimination and harassment.

What you will do

Strategic Finance

- Lead the organization's business planning and analysis functions to ensure alignment with its strategy and identify ongoing strategies to generate higher operating effectiveness and process efficiency.
- Utilize financial modelling to support business planning and initiatives.
- Develop funding plans for projects involving multiple sources of funding, including use of the Foundation's for-profit subsidiary.

Financial Management

- **Financial statements:** Produce timely and accurate financial statements in accordance with Accounting Standards, managing related staff inputs as appropriate.
- **Financial reporting:** Generate and oversee financial reporting for prospective and donor-facing materials.
- **Data and analysis:** Provide data and analysis to the Senior Management Team and their team members to enable tracking and reporting against strategic initiatives and overall performance.
- **Funds and grants:** Oversee funds and grants including approvals, project updates, documentation, progress payments, funding arrangements and timely use of donated funds.

- **Budgeting and planning:** Lead annual operating and capital budgeting and planning process.
- **Internal controls:** Recommend and implement a system of internal controls that balances control, flexibility, and efficiency.
- **Treasury functions:** Be responsible for treasury functions such as managing cash flows, risk, and banking and investment relationships.
- **Auditing:** Oversee the annual external audit and preparation of materials the auditors need.
- **Compliance:** Ensure timely and accurate compliance reporting, and that statutory requirements are met, including CRA filings, gaming, provincial registration, GST/HST, and employee/employer remittances.

Data Management and Tax Receipting

- Optimize business processes with information systems (CRM, finance system, web platform donor forms and other systems) to support the organization's business objectives and maximize efficiency.
- Oversee donor segmentation and list preparation for fundraising purposes.

Human Resources, Technology, and Administration

- **HR admin:** In collaboration with the Human Resource Advisor assigned from Horizon Health Network, further develop administration of the Friends' human resources, enhancing professional development, compensation and benefits, performance evaluation, and training and recruiting.
- **Training:** Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- **Payroll:** Supervise and perform payroll, benefits administration, on- and offboarding, employee check-ins and exit interviews, and other human resource needs.
- **Facilities:** Oversee facilities including planning, negotiating, and managing leases and contracts, repairs and maintenance.
- **IT operations:** Oversee IT strategy and operations including managing relationships with IT vendors and service providers such as Horizon Health Network, and Service New Brunswick.
- **Procurement:** Oversee procurement and corporate credit card programs.
- **Insurance:** Responsible for all insurance of the organization including cyber coverage; work with the organization, insurance companies and the insurance broker on all incidents and claims.
- **Privacy and Compliance:** Act as the Privacy and Compliance Officer, ensuring that all policies relating to privacy and compliance are followed.

Who you are

- You are a critical thinker who takes initiative while demonstrating excellent judgment and a keen awareness of how your work connects with other areas of the organization and the community.
- You are a culture leader, actively living Friends values of integrity, innovation, caring, inclusion, and transparency and a desire to help make a difference to people and their families' health.
- You are equally comfortable in strategic and hands-on roles, overseeing the financial management, IT, human resources and administrative functions of our operations.
- You are effective in working collaboratively with colleagues and clients and developing trust-based relationships at all levels of the organization.
- You possess a flexible attitude, demonstrate calmness under pressure, and admirably balance a high volume of work with high-quality output.

What we are looking for

- Bachelor's degree; CPA is strongly preferred but equivalent experience will be considered.
- At least 8 years of professional experience, with a minimum 3 years of broad non-profit financial and operations management.
- Demonstrated success in leading, coaching, mentoring, and developing team members as well as managing external relationships.
- Experience in Fund Accounting.
- Strong skills in Excel, Microsoft Office, and virtual meeting/collaboration systems.
- Experience in
 - working with and presenting to Boards and Board committees.
 - change facilitation, re-engineering of process and procedures, and implementing related impacts on ERP software systems.
 - Blackbaud *Raiser's Edge*, *Financial Edge* or similar financial and donor systems and Business Intelligence tools
- Excellent communication and presentation skills, ideally in both official languages.
- Excellent time management and organizational skills, able to initiate and manage complex projects and handle multiple priorities concurrently.

Job Type

Full-time, 37.5 hours per week, Monday to Friday. Must be available from time to time to work flexible hours, including weekends. Limited travel based on organizational requirements.

Salary: \$72,000 - \$98,000 per year

Apply for this opportunity!

Please email your resume and cover letter to Friends@FriendsFoundation.ca by **Monday April 8, 2024**. Include "Director, Finance and Operations" in the subject line.

While we thank all applicants in advance for their interest, only those selected for an interview will be contacted.