

Chief Financial Officer Rideau Hall Foundation

Location: Ottawa

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization that serves to mobilize ideas, people, and resources across the country to tap into our collective aspirations and help ignite our shared potential. With a focus on nation-building, the RHF is a dynamic work environment that values collaboration, creativity and innovative approaches. We value a strong and inclusive workplace culture and we encourage individuals to leverage their strengths to the benefit of the team. This is an exciting period of growth for the RHF, as the organization embarks on a new Strategic Planning process, deepens existing programming with national impact, and initiates new programs related to learning, leadership, innovation and giving, to better serve Canadians.

Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) serves as an integral member of the RHF team and is essential to the successful execution of the vision and goals of the organization.

The CFO is a leader who is actively involved in the development and advancement of strategic priorities and execution. They manage and are accountable for all financial aspects of the RHF including investment and audit activities.

As a member of the senior leadership team, the CFO will contribute to the planning and policy making process, help individuals and departments operate as a cohesive team, ensure that they are supported by highly efficient finance-related business practices and are well-positioned for future growth.

The CFO will be responsible for the financial health of the RHF, including managing the potential risks associated with operating a national charity comprised of multiple stakeholders, partners, funders, and programs.

The CFO will build effective relationships with key stakeholders, including the senior leadership team, board, board committees, partners, and funders.

The ideal candidate is a CPA and seasoned financial leader, with experience supporting a CEO, board and senior leadership team. They have hands on experience, understand the importance of teamwork and how to streamline processes and create efficiencies while reducing costs.

The CFO will be a highly trusted and valued partner to the CEO and senior leadership team who will be relied on for thoughtful counsel and a positive demeanour. They are a great team player, possess excellent relationship management skills, are collegial, able to build consensus, and have demonstrated the ability to unite departments to create collective processes.

The RHF is located in Ottawa, ON. This position will be based in Ottawa (hybrid model of working from home and at the office).

The Ideal Candidate

Education

- Post-secondary degree or diploma in Business Administration, or Finance or Accounting is required, MBA an asset.
- Professional accountant (i.e., CPA designation) in good standing is required.

Behavioural Competencies

- Integrity and high ethical standards
- Flexibility/adaptability to change
- Diplomacy and exceptional judgment
- Strong influence and persuasion skills
- Exceptional service orientation skills
- Cultural awareness
- Entrepreneurial drive

Professional Experience

- 10+ years of experience as a finance professional with at least five years in an executive/senior management role.
- Significant experience working concurrently with multiple investment portfolio managers (Can, US, UK) managing an investment asset base of \$50M.
- Experience with the Canadian accounting standards for not-for-profit organizations.
- Practical experience with the deferral method of accounting for contributions.
- Experience in the Canadian charitable sector.
- Comprehensive understanding of and demonstrated ability to prepare financial reporting in accordance with the Canadian accounting standards for not-for-profit organizations.
- Familiarity with grant-making for charities and non-profits.
- Demonstrated ability to execute strategic plans and support the CEO and senior leadership team with key business decisions

Knowledge, Skills and Abilities

- Highly developed communication and interpersonal skills across all levels of an organization.
- Strong customer-service orientation and demonstrated understanding of and ability to motivate others towards achieving the organization's goals and objectives consistent with our partnership-centered philosophy.
- Flexible, agile, responsive and excellent at translating technical financial matters into clear language.
- Strategic thinker with hands on experience who is also detail oriented with proven financial management and budgeting skills.

- Excellent knowledge and skill in the areas of data analysis, risk management, forecasting methods, financial analysis and problem solving.
- Ability to prioritize projects and activities against the resources and needs of an organization.
- French language skills a strong asset.
- Hands-on experience with accounting and financial management software.
- Expertise in the full MS 365 suite and familiarity with CRMs.

This is a unique opportunity for a dedicated and passionate leader. To apply for this position, please submit your application and related materials to mmessam@boyden.com and state the title of the position in the subject line of your email.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including those who are Indigenous, Black, racialized, LGBTQ2S+, women, persons with disabilities, members of visible minorities and other equity-seeking groups. We value a workforce that reflects the communities we serve. In keeping with Immigration, Refugees and Citizenship Canada requirements, all qualified persons are invited to apply; however, preference will be given to Canadian citizens and permanent residents.

In keeping with the Accessibility for Ontarians with Disabilities Act, 2005, Boyden and the Rideau Hall Foundation will provide accommodations upon request during the recruitment, selection and assessment process for candidates with a disability.