

Senior Director of Finance and Administration

Job Description

Reports To: Director of Support Operations

Positions Supervised: Finance Team Lead, Director of Administration/HR

Overview of Role

One Hope Canada operates as a Religious Order under the CRA, where missionary employment is a response to God's call. The Senior Director of Finance & Administration is a faith-driven, hands-on leader responsible for overseeing finance, accounting, human resources, insurance, administration, and IT strategy, ensuring compliance, sustainability, and operational excellence.

As a Senior Leadership Team member, this individual plays a pivotal role in strategic decision-making, strengthening the organization's financial and administrative capacity while supporting its current operations.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
 - Ensure effective financial management, regulatory compliance, and efficient operational support across all departments to achieve the mission's purpose and vision.
 - Provide leadership to the Finance & Administration Department.
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Key Responsibilities

Department Leadership and Integration (10%)

- Lead the integration and collaboration efforts across the Finance & Administration department, promoting a culture of exceptional service, open communication, and alignment with the mission's core values and the MRC's mission statement.
- Ensure the finance and admin teams work toward shared organizational goals, supporting their unique functions while maintaining overall alignment with the mission's strategy.

- Provide coordination and oversight for the department's annual in-person gathering, working in close collaboration with department team leaders to ensure effective planning and execution.

Financial Management & Oversight (40%)

- Provide supportive leadership, care, and supervision to the Finance Team Lead, nurturing their growth, well-being, and alignment with the organization's and financial objectives.
- Provide strategic financial leadership, including budgeting, forecasting, and financial planning.
- Oversee accounting functions, financial reporting, and compliance with regulatory requirements, ensuring accurate tax filings and internal controls.
- Lead the development and approval process for the annual budget and ensure quarterly budget updates and financial statements.
- Monitor financial performance, manage cash flow, and oversee investment strategies.
- Ensure adherence to financial best practices, maintaining risk mitigation strategies and compliance with nonprofit regulations.
- Lead the annual audit process and collaborate with external auditors and the National Board Audit Committee.

Human Resources & Administration (30%)

- Provide supportive leadership, care, and supervision to the Director of Administration & HR, nurturing their growth, well-being, and alignment with the organization's, administration and human resources objectives.
- Collaborate with senior leadership to develop retention and engagement strategies, while streamlining HR processes to accommodate One Hope Canada's unique structure.
- Oversee adherence with administrative policies, procedures, and systems.
- Work closely with legal counsel, vendors, and external consultants to support operational needs.
- Oversee the management and delivery of the organizations policies and resources, ensuring they are accurate and easy to access.
- Oversee the organization's IT strategy, coordinating with IT contractors to ensure the delivery of services while addressing evolving technology trends and potential IT risks.
- Oversee the ministry statistics process, including maintaining and updating the system and ensuring data is collected accurately and consistently.
- Provide supportive administrative coordination for both routine and one-off events (e.g., webinars, prayer events), often collaborating with other leaders.
- Oversees the provision of high-quality administrative support for the national board, including the development of meeting agendas and ensuring administrative action items are identified and addressed before and after meetings.

Insurance Management (5%)

- Oversee and support the insurance portfolio lead, managing policy renewals and claims administration.
- Work with insurance brokers to ensure proper coverage for liability, property, and health benefits, and advocate for fair compensation on claims when necessary.

Senior Leadership & Board Engagement (10%)

- Prepare and present financial and administrative reports to the Senior Leadership Team and National Board when necessary.
- Collaborate with the Senior Leadership Team to align financial and administrative strategies with the broader organizational goals.
- Actively participate in weekly and quarterly Senior Leadership Meetings to ensure effective decision-making and progress on mission objectives.

Personal Support Raising (5%)

- Maintain a personal prayer and financial support team, actively working toward the annual support target identified (TBD).
- Engage with personal supporters through newsletters, church visits, and other communication strategies to build and maintain committed ministry relationships.

Core Competencies

- **Passion for the Gospel:** Deep commitment to One Hope Canada's mission and purpose.
- **Leadership Skills:** Proven ability to guide teams and foster collaboration while ensuring accountability and operational excellence.
- **Strategic Thinking:** Ability to develop strategies to address challenges and opportunities.
- **Communication Skills:** Strong verbal and written communication skills for engaging diverse audiences, including senior leadership, mission staff, and external partners.
- **Collaboration:** Strong ability to work cross-functionally, fostering alignment between finance, administration, and other departments to achieve organizational goals.
- **Organizational Skills:** Excellent organizational abilities with the capacity to manage multiple initiatives and ensure smooth execution of plans.
- **Adaptability:** Ability to navigate changing ministry contexts with a focus on creative problem-solving in dynamic environments.
- **Interpersonal Skills:** Ability to build trust, foster relationships, and maintain a positive work environment with colleagues at all levels.
- **Servant-Hearted:** Demonstrates a genuine willingness to serve others with humility, kindness, and a positive attitude.

Job Requirements

- Follower of Christ, in agreement with One Hope Canada's Statement of Affirmation.
 - Strong understanding of nonprofit financial management, regulatory compliance, and budgeting.
 - Proven ability to lead, collaborate, and manage cross-functional teams.
 - Ability and willingness to travel as needed.
 - Access to a private home office with reliable internet.
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Education and Experience

- CPA designation or equivalent training in financial management and accounting.
- A minimum of 5 years of experience in financial management, preferably in nonprofit or faith-based settings.
- Experience in camp ministry, community outreach, or a faith-based environment is an asset.
- Post-secondary education in Bible, Ministry, Business, or a related field is an asset.
- A working knowledge of the French language is an asset.
- Experience in cross-departmental coordination and leadership is an asset.