



# Opportunity Profile

DIRECTOR OF FINANCE  
THE BROADWAY GROUP

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

The Broadway Group is searching for a detail oriented financial professional to join their team as Director of Finance (DOF).

Reporting to the Chief Executive Officer (CEO), the Director of Finance is responsible for providing financial management and operational consultative support. As a member of the executive leadership team, the DOF is involved in strategic planning, evaluating and future development initiatives. In a collaborative leadership style, you will build and manage effective and streamlined financial systems, including accounting, legal and information technology in compliance with Canadian Accounting Standards, Ministry of Health legislation and regulations and Health Authority guidelines. The DOF defines the process and implements the infrastructure/systems needed to support substantial growth as set out by the mission and vision.

If you are a servant hearted leader and CPA who is a team player with a supportive leadership style, we would love to hear from you.





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# WHO WE ARE

**The Broadway Group** is a family of charities and non-profits which exist to provide housing and care for older adults and people living with diverse abilities and below market rental homes for all.

Currently the group consists of three societies over multiple sites in the Lower Mainland. Group members have been providing care and housing for over 50 years. Motivated by its Christian roots, the group aims to provide professional, compassionate and respectful support to all people of all faiths and backgrounds.

**Broadway Lodge** is a 114-bed long term complex care home located in south False Creek in Vancouver. Providing care since 1981, the Lodge offers 24-hour nursing care with hospitality services such as full meals, housekeeping and laundry. The Lodge also provides additional care and services in the areas of recreation, music therapy, restorative care, spiritual and chaplaincy care. The Broadway Lodge team actively advocates in their daily efforts to promote their mission of Excellence in Care.

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**Residences for Independent Living Society (RILS)** provides housing at two separate sites. False Creek Residence, also located in south False Creek in Vancouver, provides homes to 24 adults living with diverse abilities as a long term care home.

The Steveston Residence, located in Richmond, opened in 2000 providing 10 supported housing homes and 10 private low cost apartments.

Founded in 1969 by a group of parents of young adults living with complex medical and physical conditions, RILS envisioned a home-like care environment, which would enable residents to live with the necessary support to lead fulfilling, independent lives.

The RILS philosophy of care provides life enhancing experiences, supportive programs, social and community integration and recreational activities for all residents.

This is all made possible by our highly committed staff and board, assisted by a multitude of volunteers. We all share the same vision for RILS: empowering our community to achieve the best quality of care for themselves.

**Shiloh Housing Society (SHS)** was formed in 1988 by Rev. Bernice Gerard, Velma Thompson and the Sunday Line Communications Society to assist in providing affordable rental homes in the Vancouver area. The Society currently manages two locations - Shiloh Place and The Redwoods.

SHS is a non-profit organization committed to ensuring efficient, well-managed residences with care for the physical, social and spiritual wellbeing of our community.

While recognizing individual choice, the Society promotes building community and social connection by providing a positive environment in Shiloh Housing residences.



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## OUR MISSION

To provide quality care, safe shelter and affordable homes motivated by the compassion of Christ.

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## OUR VISION

We envision homes where people experience a life of dignity, joy and connection. As we grow in size and impact, we are committed to creating a future where every individual thrives, surrounded by a caring and compassionate community.

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## OUR VALUES

- Loving
- Respectful
- Servant Leadership
- Stewardship
- Excellence

# KEY RESPONSIBILITIES

## Strategy

- In collaboration with the CEO, assess organizational performance against both the annual budget and the company's long-term strategy.
- Serve as a business partner to the CEO on the Society's financial, budgeting and administrative processes with an eye to continuously develop and improve systems.
- Advise the board on financial issues, trends and indicators, evaluating opportunities and mitigating risks.
- Assist in establishing yearly objectives and attaining organizational goals.
- Collaboratively select and engage outside consultants such as auditors, investment advisors, lenders and other stakeholders, building strong and long-lasting partnerships.
- Lead information technology to preserve the organization's health and cyber security, and plan for future growth needs for hardware, software and processes.
- Plan, organize, monitor and evaluate finances, accounting, budgeting, information management and information technology within the parameters of the approved strategic plan and in consultation with the CEO.





## Financial Planning & Analysis

- Prepare and maintain regular financial planning reports, monthly profit and loss forecasts by division (vs. budget) and quarterly cash flow forecasts.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for the Society's board of directors.
- Develop and execute analysis of various business initiatives (i.e. opening new operations, asset acquisition, new service launches, diversification).
- Develop, maintain and oversee cash, investments, asset management and capital budgets.
- Oversee budgeting, financial forecasting and cash flow for administration, existing programs and proposed new sites.



## Finance & Accounting

- Provide leadership and supervision to the finance team, ensuring efficient and cost-effective outcomes and quality services.
- Hire, retain, support and mentor the finance team staff as needed.
- Develop, interpret and implement finance operating policies and procedures in consultation with the CEO and department directors/managers. Ensure maintenance of appropriate internal controls.
- Remain up to date on non-profit accounting and audit best practices including municipal, provincial and federal law regarding non-profit and charity operations, including the Societies Act.



- Advise on investment and borrowing strategies and execute investing and borrowing decisions as approved by the board of directors.
- Oversee preparation of month-end, quarterly and year-end financial statements.
- Ensure timeliness, accuracy and usefulness of financial and management reporting for federal, provincial, regional, district and municipal funders, foundations and the board of directors.
- Serve as a key point of contact for external auditors; manage and coordinate preparation and support of all internal and external audit activities including proper filing of tax and the Society's returns.
- Ensure legal and regulatory compliance regarding all financial functions.

### **Insurance, Real Estate & Legal Affairs**

- Collaboratively manage the Society's insurance program.
- Collaboratively manage the Society's real estate affairs consisting of leases and sub-leases, and negotiate new leases or lease renewals.
- Collaboratively manage the Society's legal affairs in the areas of claims and other financial matters.





# LOCATION, TRAINING & EXPERIENCE

- CPA designation in good standing.
- Bachelor's degree in business, economics, finance or equivalent.
- Minimum 5 years' experience in a senior financial role, demonstrating experience in financial management and accounting, ideally in the non-profit sector.
- Strong working knowledge of accounting principles, practices and applications.
- Experience and knowledge in accounting, reporting systems, internal controls and audits performed by external audit firms.

# SKILLS & ABILITIES

- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies and guiding investment in people and systems.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Strong personal qualities of integrity, credibility and a commitment to the organization's mission.
- Able to work effectively and efficiently together with others to achieve common goals and objectives.
- Able to build and maintain strong relational teams and to relate well with people at all levels within and outside the organization.
- Capable of being honest and forthright in all dealings within and outside the organization.
- Maintains a well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills.
- Proficient communication (both written and verbal), interpersonal and organizational skills.

# OUR SEARCH TEAM



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**MARK KRAFT**  
LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



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**MATT ROBBERSTAD**  
SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.



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**ALEXA KROEKER**  
SUPPORTING THE SEARCH

With extensive experience in executive and board assistance, Alexa combines her recruitment expertise with a keen understanding of organizational needs to build high-performing teams. She's adept at crafting compelling job descriptions and leveraging advertising strategies to attract the best candidates for your organization. From the initial kickoff meeting, Alexa listens attentively to understand the nuances of your ideal candidate, ensuring a tailored and effective recruitment approach.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

**Location:** Vancouver, BC

**Application Deadline:** November 15, 2024

**Short List Interviews:** December 2024

**Start Date:** TBD

**Salary Range:** \$120,000 - \$130,000

## HOW TO APPLY

Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.