



# Opportunity Profile

CHIEF FINANCIAL OFFICER  
THE MUSTARD SEED

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

The Mustard Seed is searching for collaborative and relational finance, IT and operations leader to join their team as Chief Financial Officer (CFO).

Reporting to the Chief Executive Officer, the CFO will be a strategic thought partner who will provide technical and professional strategy in collaboration with the senior executive team of The Mustard Seed. This is a tremendous opportunity for a finance and administration leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization. This leader will work collaboratively with the executive team in the review and phased implementation of the Mustard Seed's new organization structure.

The CFO has overall accountability for strategic direction of the organization's financial integrity through the analysis of financial performance and will also lead and develop the internal teams for IT, facilities, finance, procurement and construction. The CFO is a hands-on leader responsible for auditing and overseeing all financial processes and the development of an integrated and highly dependent and safe IT system, while ensuring facilities and construction projects are led in a manner consistent with the mission and vision of the organization.

If you are a seasoned and versatile financial leader with the capacity to juggle multiple areas of responsibility, and your convictions align with Mustard Seed's vision, mission and values, we would love to connect with you.







## WHO WE ARE

The Mustard Seed is a Christian humanitarian organization whose vision is to build community, grow hope and support change. Intentionally following Jesus Christ and partnering with the community, The Mustard Seed combats the root causes of poverty in Alberta, British Columbia and Saskatchewan and works to create positive, lasting change in the lives of those we serve. The Mustard Seed provides basic services – food, clothing, housing and support services – education and employment to those living in poverty within Alberta, British Columbia and Saskatchewan.

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# OUR HISTORY

Pat Nixon founded The Mustard Seed in 1984 with a single street ministry location in central Calgary. Today, the organization operates in multiple cities – Calgary, Edmonton, Red Deer, Medicine Hat and Grande Prairie in Alberta, Kamloops in British Columbia and Saskatoon in Saskatchewan. All locations offer a different range of programs and services to serve our most vulnerable community members.

## **Programs & Services Include:**

- Basic Needs – emergency shelter, meals, clothing and hygiene items
- Health and Wellness
- Housing
- Employment
- Spiritual Care
- Community Engagement
- Community Impact Centres



**THE  
MUSTARD  
SEED**  
**2385 74 Ave SE**



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## OUR VISION

To eliminate homelessness and reduce poverty where we serve.

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## OUR MISSION

To build hope and well-being for our most vulnerable citizens through Jesus' love.

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## OUR VALUES

- Christ-Centredness
- Transparent Accountability
- Treating All With Respect
- Open Communication
- Holistic Innovation



# KEY RESPONSIBILITIES

## Corporate Leadership Strategy

- Be a spiritual leader for The Mustard Seed to ensure a Christ-centered culture.
- Oversee financial strategies and activities including financing, investment, asset management, banking relationships and insurance relationships. As required, review the progress made on all strategic initiatives, analyze shortcomings and modify plans accordingly. Ensure the strategic plan is revisited on an annual basis.
- Provide the CEO with documentation and analysis to ensure board accountabilities relating to financial reserves and the ethical treatment of donations are met.
- Promote professional ethics and foster The Mustard Seed's reputation through fair business dealings. Understand the requirements and ethics of donor relationship and stewardship.
- Provide executive direction to The Mustard Seed's IT function; developing and implementing strategic initiatives to support the security, resiliency, effective selection and deployment of technology in the Mustard Seed's operations, and assisting the organization in delivering a high level of service and support to staff, volunteers and visitors.





- Oversee property assets including all leases, contracts, other financial commitments, insurance obligations and other corporate assets throughout Alberta, British Columbia and Saskatchewan.
- Oversee facility management practices, requirements and contractual obligations as well as lead the care and operations of the facilities teams.
- Work collaboratively with multiple stakeholders in the development, renovation and/or new construction of facilities across all Mustard Seed locations.



### Financial Leadership

- Under the direction of the CEO, the CFO contributes to The Mustard Seed's strategic planning process, annual business plans and operating and capital budgets. Deliver a consolidated annual financial plan including operating and capital budgets consistent with the requirements of the board and CEO.
- Provide oversight to the Controller and work collaboratively to ensure the development and maintenance of timely and accurate financial statements and reports that are appropriate for the users, and in accordance with current audit and accounting standards for not-for-profit organizations.
- Responsible to ensure that accurate reporting for federal, provincial and municipal funders is submitted. Establish and maintain appropriate internal checks and controls to ensure the accuracy of information and the existence of appropriate safeguards to protect the organization's assets, Ensure that cash flow adheres to audit standards.



- Coordinate and compile the annual operating and capital budgets, utilizing input from other department heads. Provide updates and required reporting to the executive team.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans. Establish policies and guidelines for budget and forecast preparation and assist business leaders with the preparation of annual budgets and funding applications.
- Responsible for ensuring the ongoing development and execution of a comprehensive enterprise risk management program that thoroughly examines, analyzes and quantifies the short and long-term risks that the organization must manage effectively in order to grow its top and bottom lines.
- Ensure legal and regulatory compliance regarding all financial functions.

### **Information Technology (IT)**

- Set objectives and strategies for the IT department.
- Provide oversight to the IT Director and collaborate on the selection and implementation of suitable technology to secure, protect and streamline all internal operations and help optimize their strategic benefits and customer experience.
- Analyze the cost, value, and risks of IT and software; consult with the executive team, suggest actions and then advise management teams.
- Maintain an integrated IT strategy to identify and mitigate risks of attack on The Mustard Seed's data.

### **Facilities & Procurement**

- Provide oversight on planning and coordination to the Director of Facilities and consult with operational leaders for all facilities functions, changes and developments.
- Oversee facility budgets and staffing models, and monitor expenditures.



- Ensure that the procurement of assets is done collaboratively with operational leaders and procurement staff.
- Work collaboratively with the Chief People/HR Officer in the design and planning of workspaces and the transition of employee work locations. Provide leadership in remodeling and refurbishment initiatives, as well as new construction.
- Oversee the Director of Facilities in the forecasting of space needs, ensuring compliance with zoning laws, coordinating relocations and negotiating lease agreements.

### **Construction & Renovation**

- Oversee construction sites, general contractors and workers to ensure a high level of quality and safety, and negotiate and monitor, under the oversight of the CEO, construction contracts.
- Create and review Requests for Information and Requests for Proposal and Change Orders.
- Ensure that projects are constructed and documented in accordance with contract documents and good engineering practices.
- Provide support to Project Managers. Support and maintain project cost/change controls, project budgets and accounting records.
- Perform Change Order estimating and assist the Project Manager in change order negotiations.
- Coordinate and monitor schedule updates, invoices and submittals.
- Assist in managing and reviewing the progress of contractors' construction schedules.
- Review weekly and monthly reports on the status and progress of the contracts, including project costs and potential changes.
- Report the status of projects to operational and executive team members.
- Attend client program meetings, as needed.

## Organization, Management & Leadership of Staff

- Effectively lead the teams to deliver results, and hold direct reports and their teams accountable for performance and the delivery of objectives. Provide strong leadership and act as a mentor and coach to all divisional staff by motivating, educating and supporting these teams to deliver high quality services.
- Delegate effectively to team leadership and monitor the team to ensure they have the skills and resources to meet deadlines and commitments.
- Champion best practices, creative thinking, effective planning and timely decision making.



# QUALIFICATIONS

- Fully aligned with the vision, mission and values of The Mustard Seed, and able to sign the Statement of Faith.
- An undergraduate degree supplemented by an accounting designation (CPA, CA, CGA).
- Strong financial analysis skills and relevant financial leadership experience at an executive level, required.
- Excellent people leadership experience supported by overall business acumen and strong team building skills.
- Excellent collaboration skills with a team of peers at the executive level.
- Proficiency and prior experience with financial management and IT systems, required.
- Understanding and experience in working with construction initiatives and liaising with and holding accountable contractors and trades.
- Proven analysis/problem-solving skills to analyze business matters, revise processes and align resources to strengthen policy.
- Strong knowledge of business analytical practices and methodologies, required.
- Diligent and firm with high ethical standards.



# QUALIFICATIONS CONTINUED

- Business acumen partnered with attention to the human element.
- Knowledge of data analysis and reporting.
- Excellent organizational and leadership skills.
- Outstanding communication and interpersonal skills.
- Positive and professional work ethic which includes the qualities of collaboration, accountability, respect and excellence.

# 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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## **SHAWN PLUMMER** SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. His career has led to deep relationships and respect within his broad network of non-profits and businesses globally and across Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.

# 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:** Calgary, AB (preferred) or Edmonton, AB

**Application Deadline:** April 10, 2025

**Short List Interviews:** May 2025

**Start Date:** TBD

## 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.