



# Opportunity Profile

DIRECTOR OF OPERATIONS & FINANCE  
GALCOM INTERNATIONAL CANADA

# EXECUTIVE SUMMARY

Galcom International Canada is searching for a seasoned and relational leader with strong leadership abilities and financial acumen to join their team as Director of Operations & Finance.

The Director of Operations & Finance reports to the Executive Director of Galcom International Canada and collaborates with the Executive Director and board on strategy development and execution. The Director of Operations & Finance oversees all operational and financial aspects of Galcom International Canada including production, administration, accounting, communications, missions projects, technology, and people. In doing so, the Director of Operations & Finance frees up the Executive Director to focus on external ministry partnerships, global project evaluations, fundraising, and overall ministry/business development.

The Director of Operations & Finance provides essential team leadership, enhancing operational efficiency and contributing to an efficient, focused, and productive ministry. They are responsible for leading a team of approximately 20 employees (indirect reports) including 5 team leads (direct reports) and 50+ volunteers to deliver operational and financial excellence while modeling the Christian values and character aligned with the mission and vision of Galcom International.

If you are a business or not-for-profit leader with proven operations and financial management experience and a conviction that aligns with the objectives of Galcom International, we would love to hear from you.





# OUR STORY

Galcom International exists to multiply missionary impact through audio technology. Galcom International's vision is to provide durable technical equipment for communicating the Gospel worldwide. Through partnerships with various evangelical ministries, many countries worldwide have now received hope through this effort.

Galcom International is a mission providing Christian organizations with the tools to multiply their impact. Millions of people are now able to hear God's word daily through the Galcom ministry. We provide solar-powered radios and audio players, built in our Hamilton, Ontario production facility. Even for missions that are not engaged in radio broadcasting, distributing solar-powered, fix-tuned radios accelerates the evangelistic and church planting efforts of missionaries around the world.

Additionally, we are actively involved in providing radio studio and broadcasting equipment at the best possible prices to Christian radio stations around the world. Galcom technicians travel to many countries every year, assisting with licensing, transmitters, studio equipment, installations, and broadcasting.



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## OUR MISSION

Our mission is to multiply missionary impact through audio technology.

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## OUR VISION

Our vision is to see the Gospel of Jesus Christ shared with every tribe, tongue, and nation.

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## OUR STRATEGY

Our strategy is to provide durable technical equipment for communicating the Gospel worldwide.



# KEY RESPONSIBILITIES

- Model a collaborative and authentic faith-based leadership style to all stakeholders engaged in Galcom International activities, demonstrating integrity and accountability both professionally and personally.
- Pray regularly for staff and all aspects of the Galcom ministry.
- Ensure that all operational policies and procedures are effective to help enable the organization's staff and volunteers to meet their responsibilities.
- Oversee all aspects of employee and volunteer relations and HR including hiring and termination, monitoring effectiveness, conducting performance reviews, and the establishment and adherence to policies and procedures.
- Attend board meetings (as an ex-officio member) and corporation meetings to prepare and present reports on current activities and carry out the directives of those meetings.
- Report weekly to the Executive Director on financial, human resource, production, and administrative processes.





- Manage the organization by maintaining an overview of the entire operation to ensure that staff and volunteer resources, financial and physical resources, processes, and systems are used efficiently and effectively, and that problems of conflicting priorities are resolved speedily and amicably.
- Direct team leads, coordinating departmental priorities and leading weekly team lead meetings.
- Ensure proper financial management and stewardship by: preparing the budget and working with the staff to develop sub-budgets, and monitor ongoing adherence; ensuring the smooth and efficient flow of finances to meet ministry obligations and objectives; reviewing the weekly cash position and monthly income statements with the accountant, identifying the causes of variance, and reporting these to the board; preparing financial estimates and projections for the board, including the cash flow projections needed for budget control; approving purchase orders and invoices for payment; reviewing contracts and insurance policies; discussing financial reports with the auditor; providing leadership for Galcom's initiatives and setting priorities for implementation; protecting Galcom's charitable status.
- Support the sales growth of the organization by supporting the Executive Director in efforts to seek out and develop new markets for growth.

# QUALIFICATIONS

- A passion for global missions and genuine interest in communicating the Gospel.
- Demonstrated maturity in Christian character and a biblical worldview. Experience in church or Christian organizational leadership and/or governance, an asset.
- Alignment and agreement with the Statement of Faith and Ethical Conduct Policy of Galcom International.
- 10+ years of progressive management experience in operations and/or finance, overseeing physical and financial assets while leading a staff team. Previous not-for-profit sector experience in a related field, an asset.
- University degree or college diploma in a relevant field such as business, administration, manufacturing, hospitality, engineering, finance, IT, social services, or another related field, preferred.
- Previous experience in manufacturing, branch management, hospitality, or facility management, an asset.
- Financial management and budgeting experience in a similar sized organization.
- High standards of operational excellence with a focus on quality of facilities and efficient, cost-effective production processes and best practices.
- Demonstrated experience with multi-tasking and managing several projects at one time.
- Experience reporting to, and collaborating with, a first chair leader and/or involvement with an engaged board, preferred.

# CORE COMPETENCIES

- Collaborative and faith-based leadership style.
- Humility and authenticity.
- Leadership development, mentoring, and coaching skills.
- Business acumen.
- Strategic and tactical business planning abilities.
- Change management, project management, and decision-making skills.
- Goal oriented.
- Professionalism.
- Emotional intelligence and interpersonal skills.
- Excellent verbal and written communication skills.
- Active listening skills; seeking to understand and able to resolve conflict.
- Customer service oriented, client focused, and relational.
- Analytical, planning, organizing, and prioritizing skills.
- Accountability and dependability.
- Critical thinking and problem-solving abilities.
- Financial management and budgeting skills.
- Technology/IT skills.



# OUR SEARCH TEAM



**JEFF PITCHFORD**  
LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

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647.409.2922



**KEITH KNIGHT**  
SUPPORTING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 professional leaders, including about 80 Christian non-profits.

[keith@nelsonandkraft.com](mailto:keith@nelsonandkraft.com)  
519.831.5765



**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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613.355.1412

# 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:** Hamilton, ON

**Application Deadline:** June 12, 2025

**Short List Interviews:** July 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.