



Cambridge Memorial Hospital Foundation (CMHF) currently seeks a **Director of Finance** that is a committed and performance oriented professional to provide support for our fundraising initiatives.

Cambridge Memorial Hospital Foundation is a dynamic team of caring and dedicated staff working to champion investment in local healthcare at Cambridge Memorial Hospital (CMH). Ensuring we can recruit, retain, and support our committed and high-performing staff team is critical to our ability to accomplish that mission. Collectively, we believe in resourcefulness, innovation and creativity, patience, and hard work.

Our value proposition to our team goes beyond financial aspects. We engage and inspire our collective performance through:

- The opportunity to help ensure excellent care for our Community of friends, family, and neighbours.
- A progressive hybrid working model that seeks to balance time for collaborative engagement and independent work.
- A trust-based work environment that acknowledges that your workday may look different than my workday.
- A positive working culture, that values your input, creativity, and innovation alongside honest and forthright conversations.
- Professional Development opportunities for growth.
- Celebrating what doesn't work as much as what does.
- An emphasis on accountability to each other and our stakeholders with compassion and care.
- On-going evaluation and conversation to improve the way we work together.

Our compensation package is designed to attract, retain, grow, reward, and motivate commitment and performance. To support these goals, we benchmark our overall compensation package and approach against other comparable hospital foundations both regionally and nationally, as well as local charitable and non-profit organizations. We are dedicated to being fiscally responsible and providing fair compensation.

The mission of Cambridge Memorial Hospital Foundation is to inspire giving that will, in turn, inspire and sustain great local healthcare, when it's needed most. The need for advances in healthcare, diagnosis and treatment never ends. Our goal is to raise funds to acquire new technology and equipment that is not covered by government funding. As a collective, we work in partnership with the hospital and our donors to collaboratively raise funds to help acquire and replace new equipment and technology upgrades to care for our community.

Interested applicants are to submit their cover letter and resume to Cherylynn Lumasag via e-mail: clumasag@cmh.org by **February 7, 2025**. We thank all applicants for their interest, however only those selected for interviews will be contacted.

JOB DESCRIPTION

Director of Finance

Position Summary

The Director of Finance is responsible for the planning, controlling, reporting, and measuring of all financial information and assets of the Cambridge Memorial Hospital Foundation (CMHF) in-line with the organization's strategic plan and in support of Cambridge Memorial Hospital's (CMH) capital needs.

This role will have overall responsibility for the preparation of monthly, quarterly, and annual financial statements, management reporting and other ad-hoc report creation in support of the organization's Strategic Plan. The Director of Finance will report and work closely with the CMHF CEO, Finance Committee, and the Board of Directors to ensure all financial policies, controls and processes are successfully implemented and adhered to. This role will serve as the conduit of all financial performance measurement to the organization's stakeholders and as such will be expected to operate the finance functions with a hands-on, collaborative mindset.

The Director of Finance will ensure that all reporting and business practices adhere to Canadian GAAP for not-for-profit entities and with CRA guidelines for registered charities.

Responsibilities

- Preparation, maintenance and presentation of annual budgets and period forecasts, in collaboration with CMHF staff
- Preparation and maintenance of monthly financial statements including all necessary continuity schedules
- Presentation of financial results to the Finance Committee and the Board of Directors
- Develop a culture of financial accountability and strategic, budget-conscious decision-making
- Making recommendations to the Finance Committee regarding policies, reporting, Chart of Account design and any other suggestions to improve the effectiveness of the organization and its reporting
- Oversee and assist (where needed) in the posting of revenues, expenses, journal entries and/or periodic reconciliations
- Implement processes that align with the financial policies and controls to ensure adherence and consistency across all finance tasks
- Oversee CMHF compensation structure, payroll, benefits and defined contribution plan
- Manage relationships with external parties such as banks, investment advisors, legal counsel, auditors, consultants and other suppliers
- Responsible for compliance with CRA guidelines on all tax and reporting matters including the preparation of T3010 charity returns and any other necessary government remittances
- Manage contracts and corporate insurance policies with input from the CEO
- Oversight of estate giving documentation and transactions working with donors' advisors when necessary
- Work closely with CMHF CEO and CMH Finance team for planning and transfer of donor funds to CMH
- Management of endowment revenue, expenses, and disbursements in accordance with CMHF policies
- Support major donor stewardship activities by providing automated and customized fund updates and information on revenue transfers, purchases, or other information to demonstrate donor impact
- Oversee and encourage development of the database/staff.

Competencies

- College/University degree in business, accounting, or a related field
- CPA designation or commensurate work experience preferred
- 5+ years of progressive accounting experience, including experience leading a Finance team
- Demonstrated understanding of accounting principles for not-for-profits and fund accounting
- Demonstrated experience preparing full cycle financial statements and management reporting
- Experience reporting to a Board of Directors/Finance Committee
- Experience with Blackbaud Financial Edge NXT and Blackbaud Raiser's Edge NXT would be an asset/preferred
- Experience working with not-for-profit entities
- Experience with or understanding of CRA guidelines for charities
- Experience working with multiple stakeholders in a diverse, creative and results driven organization
- Highly analytical and attentive to detail with a strong sense of urgency and a progressive approach to technology adoption and process improvement
- Understand fund parameters and donor designation/restriction rules through fund accounting principals an asset

Other preferred attributes

- Excellent communication skills both oral and written and a level of comfort in delivering (presenting) complex information to a group of diverse stakeholders
- Possess a positive energy, optimism and belief in CMHF's mission
- Excellent project management skills

Terms of Employment

Confidentiality and Discretion

CMHF is committed to protecting the privacy of all information that is acquired through the general operation of a healthcare fundraising organization. CMHF does not trade, share, or sell any personal information to third parties. All information remains confidential. All CMHF employees are required to sign a confidentiality agreement.

Hours of Work

Cambridge Memorial Hospital Foundation supports a progressive hybrid working model that seeks to balance time for collaborative engagement and independent work. Our typical work week is Monday to Friday (37.5 hours per week). Some evening and weekend work may be required.

Salary

A competitive compensation package including base salary, benefits including HOOPP and paid vacation, will be provided. The target hiring range for this position is \$90,000 - \$105,000. CMHF reviews and increases compensation annually based on performance, and the full salary range is \$90,000 - \$120,000.

Development, education, and training opportunities are encouraged and supported by CMHF. These opportunities will be supported by CMHF based on budget, availability, and convenience of attendance.

Cambridge Memorial Hospital Foundation is committed to providing and fostering a respectful workplace. All reasonable accommodation will be made to support participation in the recruitment process. Where needed, accommodation for disabilities will be provided, on request, to support participation in all aspects of the recruitment process.