

THE OPPORTUNITY

Camp Oochigeas is seeking a hands-on yet strategically-oriented **Director of Finance & Corporate Services** with overall accountability for the organization's financial management as well as information technology, administration and some human resources functions in order that the camp achieves its mission and goals. This is an exciting opportunity to be part of the hugely dedicated and compassionate team of professionals and volunteers committed to making a positive impact in the lives of kids and families affected by childhood cancer.

Reporting to the Chief Executive Officer, the Director of Finance & Corporate Services will serve as a key member of the organization's senior management team, and play an active part in Camp Oochigeas' overall strategy. Setting financial policy and direction for Camp Oochigeas, the Director of Finance & Corporate Services will lead on all financial administration, business planning and budgeting. Key to the role will also be managing the internal business operations that support the mission, vision and ultimately effectiveness of Camp Ooch, including information technology, administrative management, human resources, some aspects of risk assessment and management, as well as strategic and organizational development support to the CEO. The Director of Finance & Corporate Services will also work closely with the Audit & Investment Committee and the board of Camp Oochigeas.

The role is based in Camp Oochigeas' downtown Toronto location, situated in the Bathurst & College area.

ABOUT CAMP OCHIGEAS

In 1983, an ambitious group of board members and volunteers banded together to create a summer camp unlike any other in Canada. Exclusively serving children with cancer, it would be privately funded, staffed entirely by volunteers, and completely free for the campers. A camp where every child, no matter how debilitating their illness, would be provided an opportunity to explore enriching, challenging, fun experiences through what is fondly referred to today as the *"Magic of Ooch"*.

Thirty years later, Camp Oochigeas has experienced exceptionally strong strategic growth and is now offering increased programming in order to better serve our community. Building programs to meet the ever-changing landscape of paediatric healthcare, we have expanded to include year-round programs at our 400-acre facility in Muskoka, at The Hospital for Sick Children in Toronto (SickKids), at Ooch Downtown (a Toronto 18,000 sq.ft urban camp facility), and three other regional cancer centres. Ooch Muskoka is the only children's residential camp in Canada that delivers intravenous chemotherapy and blood transfusions onsite; an oncologist and nurses are available 24/7 and reside onsite all summer long.

With more than 500 active volunteers each year and over 60 full-time staff, Camp Ooch now serves 1,500+ children and provides support to 660 families annually, including siblings, bereaved siblings, and parents, through year-round programs. Camp Ooch relies on the generous support of over 23,000 donors annually and continues its long-standing history of providing outstanding support and excellent programming for children with cancer.

Camp Ooch recently embarked on an ambitious capital campaign which has since exceeded all expectations. Almost \$35 million has been committed in under 3 years, and Phase 1 of a major construction project at the Muskoka camp is almost completed, increasing the size of facilities with 35,000 sq.ft of new space and redeveloping 10,000 existing sq.ft, allowing Camp Ooch to increase its camper enrolment by 50%. That's 200 more campers each summer, an additional 350 campers through the "Weekends at Camp" program and thousands more campers in the decades to come.

THE IDEAL CANDIDATE

Experience & Qualifications

- Proven financial management leadership experience ideally coupled with administrative and operations accountabilities, including direct involvement with information technology and human resources.
- Demonstrated experience, at the executive level, with participating in an organization's strategic plan.
- Knowledge of board governance, and experience presenting and reporting to a Board of Directors on both financial matters and risk management issues.
- Successful leadership experience on initiatives to enhance organizational effectiveness with information technology and systems as key tools for improvements.
- Experience with, or exposure to, fundraising revenues and philanthropic donations, and the financial systems to manage, analyze, forecast and plan for such would be a decided asset.
- Thorough knowledge of the legislative, accounting and specific Canada Revenue Agency requirements for not-for-profits, and more specifically registered charities, is preferred.
- At minimum, a Bachelor's degree in a related field, or equivalent.
- A professional accounting designation (CPA - CA, CMA or CGA), or an MBA or related equivalent.
- Demonstrated commitment to volunteerism or the volunteer sector.

Personal Attributes

- **Organizational Planning:** Highly developed analytical skills and excellent organizational abilities will allow the new incumbent to plan for and achieve stated goals. Deadline and results oriented, with sound business judgment, the successful candidate will effectively set priorities, clearly state expectations, guide the team in their work plans, monitor progress towards goals and track the details, data, information and activities. The ideal candidate possesses an uncanny ability to synthesize many moving parts and details into what really matters.
- **Strategic Orientation:** As a long range thinker and strategist, the successful candidate is adept at anticipating needs and forecasting for the future. Curious about alternate possibilities, the ideal candidate combines their operational leadership expertise with a strategic orientation to help guide the organization towards its vision, mission and goals.
- **Flexible & Adaptable:** Adaptable in style and approach, the ideal candidate is proactive in quickly learning about the organization's culture and systems, with an eye to enhancing change both at the systems level for organizational effectiveness, as well as at the enterprise level as Camp Ooch continues along its growth path. Solution-oriented and encouraging continuous improvement, the new incumbent excels in thoughtful decision-making.
- **Team Leadership:** A team player who leads by example, the successful candidate finds reward in helping others to grow and succeed and provides exceptional coaching and advice for a dedicated and professional team. Respectful, highly collaborative and with an open-mind, the new incumbent seeks

out and listens to the ideas and opinions of others recognizing that solutions most often come from engaging others. Confident and credible, the ideal candidate provides excellent support, motivation and partnership to the Camp Ooch team including fostering trust with the CEO and Board of Directors.

- **Communication:** With an open, honest and transparent communication style, the successful candidate effectively engages people at all levels. The ideal candidate is confident in their expertise and interactions with others, and easily, clearly and concisely articulates ideas, concepts and information to the team and at the board level. The new incumbent also possesses excellent written and presentation skills.
- **Interpersonal:** Self-assured and with high level of self-confidence, the ideal candidate possesses high emotional intelligence with an ego parked at the door. Warm, authentic and approachable, the new incumbent brings exceptional people skills to the role and truly enjoys interacting with others, from colleagues to campers and donors to board members.
- **Work Ethic & Integrity:** Motivated by a challenge, hard-working and committed to succeed, the new incumbent embraces the “Culture of Excellence” that exists at Camp Ooch. The successful candidate is also a person of high integrity with exceptionally strong follow-through. At the end of the day, balance and perspective will prevail, including a sense of humour as the ideal candidate enjoys having fun at work.
- **Alignment with Camp Ooch:** Passionate about kids and committed to our cause and mission, the successful candidate is sensitive and empathetic. An understanding of the power of camp is essential in this role; while previous exposure to camp is preferred, more important is an interest and willingness to learn and experience Camp Oochigeas.

KEY ACCOUNTABILITIES

Strategy & Planning

- Participate as a member of the senior management team in the development and monitoring of short- and long-term financial plans designed to meet the strategic goals of the organization.
- Develop and ensure implementation of annual and long-range plans and budgets for the Finance & Corporate Services Department.
- Monitor and report on achievement of an annual department plan and budget, including Board of Director reports.
- Contribute to ongoing organizational strategic and operational planning, as part of the Senior Management Team.
- Participate in cross-departmental committees or projects, as appropriate, to ensure effective and collaborative involvement of the Development Team in the broader work of Camp Oochigeas.
- Provide support and advice to the Chief Executive Officer in providing information, counsel and support to the Board of Directors regarding key strategic priorities.
- Collaborate with Senior Management Team colleagues to ensure effective and efficient implementation and execution of departmental operating plans.

Financial Management

- Monitor and report on the organization's current and long-term financial position to ensure its financial viability.
- Set policy and manage the cash flow in the organization to maximize the effective utilization of the organization's funds; negotiate with financial institutions as required.
- Ensure all internal financial and administrative resources and information are kept current to ensure staff efficiency and accuracy in their use.

- Develop and implement purchasing practices and monitor the purchasing system.
- Establish and maintain cash controls.
- Develop and implement the budget process and ensure compliance, including monitoring other departmental spending and recommending any corrective actions as necessary.
- Lead the annual audit and reporting.
- Conduct financial analysis and provide efficient, accurate and timely financial reporting to the organization and the Board.
- Provide financial and accounting advice, direction and leadership.
- Manage the investment and reserve funds of the organization as set out in policy developed by the Audit & Investment Committee.

Accounting & Control

- Establish and implement policies to ensure that complete, accurate and efficient accounting processes and records are maintained.
- Problem solve in a timely manner with all vendors, contractors and suppliers while maintaining positive relationships between the Camp and the provider.
- Develop and ensure adherence to proper financial regulatory policies, practices and controls to safeguard the assets and viability of the organization.
- Develop and ensure adherence to proper tax receipting policies and practices.
- Manage and track fixed assets of the organization and maintain inventory control.
- Provide efficient, accurate and timely compliance reporting to the organization and the Board.

Information Technology

- Ensure Camp Oochigeas has the appropriate computing hardware, software, and networking components to effectively fundraise and deliver its programs.
- Oversee all information technology support including server and database maintenance and backup.
- Lead the integration of the organization's accounting and fundraising systems in collaboration with the Director, Development.
- Lead the integration of the organization's program database with Raiser's Edge in collaboration with the Director, Programs.
- Lead the construction of the interactive website in collaboration with the Chief Development Officer and Director, Programs.
- Ensure staff is well trained on and effectively use the organization's technical systems.

Employee Management & Human Resources Administration

- Provide effective coaching, feedback, recognition and professional development, including implementation of the performance management process in order to create a highly motivated, high performing team in Finance & Corporate Services, and ensure success, retention and continued growth.
- Ensure the department is optimally organized and staffed to achieve its service objectives.
- Ensure staff is well trained on and effectively use organizational systems, processes and tools.
- Ensure employee responsibilities are completed in their absence, including the timely issuing of tax receipts.
- Manage the payroll function ensuring payroll is prepared and distributed accurately and on time.
- Ensure that all remittances and reporting meet required timeframes.
- Administer the employee supplemental health benefit plan.
- Ensure personnel records and files are maintained.
- Provide supervision to Ooch's Human Resources clerical functions related to Finance.
- Ensure organizational adherence to relevant legislation, codes of ethics, and industry best practices.

Office Administration

- Oversee daily running of the Toronto office facilities.
- Process employee requests and inquiries relating to the functioning of the office.
- With the Director, Operations, develop, maintain and update an accurate inventory of capital assets.

APPLICATION PROCESS

For more information about this position, or to discuss the opportunity in complete confidence, please contact David Laws, Vice President at KCI (Ketchum Canada Inc.) via email at: Ooch@kciphilanthropy.com. All communication will be kept in strictly private and confidential.

Candidates who wish to be considered for this position are asked to submit a resume and letter of interest to the above email address by ***June 5, 2017***

