

The mission of Canada's Children's Hospital Foundations (CCHF) is *to fund the most urgent needs in children's healthcare by uniting hospitals, donors, and partners across Canada*. Established in 2017, CCHF is a non-profit organization that raises funds for a national network of children's hospital foundations. As the largest single, non-government funder of child health in Canada, CCHF continues to receive generous support through donors within Children's Miracle Network® as well as contributions from additional companies and partners.

When you join CCHF, you become part of a collaborative culture rooted in our values: compassion, ambition, partnership, and integrity. These values guide how we work with our Member Foundations, help shape our national partnerships and fundraising campaigns, and, of course, enable how we work as a team. Your success will be guided by our Leadership Competencies of Values People & Culture, Strategic, Accountable for Results, Promotes Learning & Development, Fosters Collaboration & Diversity, Leads Change and Exemplifies Integrity & Respect.

At CCHF we are more than fundraisers. We are champions for the next generation—standing with families, donors, partners and communities to form a trusted alliance advancing children's health and amplifying impact nationwide.

Bold in vision. National in scale. Local at heart.

Because the health of our children shapes the future of our country. And building that future starts here—with us.

WE'RE GROWING! As CCHF continues to expand its impact and strengthen support for children's healthcare in our community, we are excited to add a new Director, Finance & Data role to our team.

POSITION OVERVIEW

Reporting to the Vice President, Finance People & Operations (VP, FPO) the **Director, Finance and Data** is responsible for the development and execution of Finance and Data activities oriented towards value creation, enabling, preserving and reporting to enhance the business objectives.

The successful candidate will contribute to the development and execution of financial and data policies for the organization as well as the organization's overall strategy. Accordingly, this role will be responsible for day-to-day operational decision-making (financial administration, financial planning budgeting & forecasting, preparation of draft audited statements, regulatory filings and banking).

In this high visibility role, other stakeholder interactions will include Member Foundations, donating partners and business vendors. The successful candidate will ensure the successful

implementation of digital tools, focusing on best-in-class data operations regarding quality. As a primary point of contact, this role will facilitate communication and collaboration between various stakeholders to ensure data quality, accuracy, and streamlined literacy. The role also supports the VP, FPO with managing data governance, working cross-functionally to execute data quality remediation and ensuring the reliability of the donor data.

This role will entail a combination of office and work from home environments, with employees working 2-3 days per week at our Toronto office. Occasional travel to fundraising activities and events, meetings, conferences, and training opportunities within Canada and USA will be required. Evening & weekend work may be required.

The expected salary for this position is: \$138,000 - \$153,000

**Note: based on factors such as education, experience, skills*

As a CCHF Employee, you will:

- Act as a positive contributor to the CCHF vision, mission, values, and culture
- Work collaboratively with CCHF staff, Member Foundations, Children's Miracle Network Hospitals (CMN), partners, suppliers, and other stakeholders to gain buy-in in an environment of competing priorities
- Demonstrate an entrepreneurial spirit and growth mindset to contribute to strategic partnerships which deliver revenue growth
- Act as a skilled problem solver that thrives in a fast-paced environment and manage multiple priorities and quickly respond to the needs of partners and/or stakeholders in well-thought out and workable solutions

KEY RESPONSIBILITIES:

•Function & Team leadership

- Provide leadership, guidance and mentorship to a team of 2 direct reports
- Serve as a role model for CCHF's Values and Leadership Competencies
- Manage and maintain best-in-class internal controls and procedures to safeguard the assets of CCHF and ensure the integrity of financial data and reporting
- Participate in cross functional teams to support high quality services to Member Foundations and other stakeholders
- Provide analytical support and advice to the leadership teams on financial planning, budgeting, cash flow and financial policy matters

•Financial Management, Accounting, Audit & Control

- Create and provide accurate organizational financial and budgetary information and analysis
- Implement and manage current and compliant financial and accounting policies, procedures, systems and templates
- Manage the annual audit process, through preparation of all audit documentation including draft audited financial statements
- Ensure timely and accurate funds disbursement and reporting to stakeholders

- Oversee the daily administration of the accounting system including accounts payable, accounts receivable, general ledger, cash flow and banking
- Oversee the preparation and present accurate and timely financial statements, budgets and forecasts
- Manage interaction with external stakeholders including banking, auditors, CMN hospitals
- Assist VP, FPO with advising the Board and its Committees on matters related to policy, administration, taxation, current trends, capital and operating budgets
- **Business Planning, Budgeting, Evaluation & Reporting**
 - Collaborate with VP, FPO on strategy and goals for the department
 - Manage the development of the annual operating financial plans, ensuring engagement with all stakeholders
 - Manage the financial planning process
 - Manage the implementation and execution of policies, processes, procedures and systems to track, monitor, assess and report on corporate performance
- **Data Strategy and Governance**
 - Manage, implement and maintain the data governance framework, policies, processes and related tactical plans in support of the CCHF's goals and objectives
 - Manage and implement transformation services program plans for campaign, disbursements and tax data
 - Provide leadership in the development and implementation of standard practices in the capture, maintenance and integrity of all forms of fundraising data (campaign, donation, tax)
 - Ensure quality standards and quality control protocols are met in the processing of all fundraising data
 - Actively monitor developments and technology enhancements in the industry
- **Other projects and duties as assigned**

QUALIFICATIONS:

- CPA designation, current and in good standing
- Completion of Bachelor's degree in Finance, Accounting, Business Data Science or Business Mathematics required. Degree or certification in Data Science or Business Analytics is an asset
- 8-10 years' experience with oversight responsibility of Finance and Operations
- Minimum 3 years' experience in data governance/data management leadership position, including planning, design, implementation and administration
- Minimum 5 years' people management experience
- Administrator level experience in Financial Systems (i.e. MS Dynamics, Great Plains, ACCPACC/Sage) including GL, AP/AR modules
- Experience preparing full draft annual audited financial statements, including notes
- Strong experience in Excel, including information formulas

- This is a “hands-on” function within the organization. Along with strategy, you will also prepare journal entries, and you will be sourcing the documents.
- Knowledge of system architecture principles, data quality operations, data governance principles, data management practices and regulatory requirements
- Experience working in a service environment
- Experience integrating and using AI is an asset
- Strong ability to build relationships and collaborate with business leaders with a “Partner Mindset”
- Ability to be adaptable and versatile in communication with a wide variety of stakeholders and audiences.
- Exceptional communication skills; written, verbal and in presentation.
- Exude a confident, creative, solution-focused approach to tasks

Canada’s Children’s Hospital Foundations is committed to fair and equitable employment in our recruitment and selection process. We welcome applicants including, but not limited to, persons with disabilities, racialized communities, all religions and ethnicities, Indigenous people, LGBTQ2S+ persons and all others who may contribute to the further diversification of our foundation community.

We thank all applicants for their interest, however only those who qualify for an interview will be contacted.

To learn more about CCHF and our mission and values, visit our website at childrenshospitals.ca.

To review how CCHF will protect your private information, please visit: [Recruitment-Notice-CCHF.pdf](#)

To submit an application, please visit:

<https://cchf.bamboohr.com/careers/89?source=aWQ9MTc%3D>