

**Job Posting: Director of Finance and Operations**

The Aphasia Institute is a diverse organization that builds on our synergy of service through Direct Client Service, Research, and Education and Training.

**Summary of Position:**

Reporting to the Executive Director, and working in collaboration with the Executive Team, the Director of Finance and Operations will provide strategic and operational leadership in the areas of financial management, human resources, health and safety, risk management systems, facilities management, fund development, information management and technology, and implementation of operational policies, processes and efficiencies. The Director of Finance will be an integral member of the Aphasia Institute team.

**Key Responsibilities**

1. **Financial and Risk Management**: Provide leadership and oversight for the organization’s financial resources including risk mitigation ensuring financial allocation maximizes efficiency of operations and meets the service needs as outlined in the funder agreements.
2. **Human Resources:** Provide leadership and oversight in the provision of an engaging, collaborative and healthy work environment supporting a positive work-life through the practices of hiring, orientation, performance management and ongoing support to staff, volunteers and students.
3. **Information Management and Technology**: Lead the development of processes necessary to support a secure safe environment for stakeholders inclusive of clients, staff, volunteers, donors and other users of our website platforms, adhering to current legislation.
4. **Organizational Management**: Provide leadership and oversight for the implementation of the strategic and operational plans, develop and implement operational policies and processes, collaborate with external vendors and stakeholders, support and provide necessary reports to the Board of Directors, Finance Committee and the Quality Research and Ethics Committee, motivate, coach and mentor staff.

**Qualifications**

* Degree in a related field such as management, business administration, accounting
* 7- 10 years of management experience preferably in not-for-profit health and social enterprise-related field. A CPA designation is an asset
* Commitment to Results: a system’s thinker who is customer [e.g. client, family, volunteers, health care professionals] focused, goal-driven, action-oriented, innovative and translates broad goals into achievable operation deliverables; anticipates and solves problems while being a self-starter and team player
* Leading Change: Possesses the skills and abilities of a strong leader to effectively address challenging situations, collaborate on the design and implementation of new initiatives and approaches, and manage change transition
* Comprehensive knowledge of and experience working with diverse funder agreements such as the Multi-Sector Accountability Agreement with the Local Health Integrated Network

The Aphasia Institute offers a flexible and energizing work environment along with a competitive salary and benefits. The Institute is committed to personal and professional growth and to employee health and wellbeing.

The Aphasia Institute welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply for this exciting opportunity to play a pivotal role in a leading-edge organization, please respond to Caryl Pereira, [cpereira@aphasia.ca](mailto:cpereira@aphasia.ca) by September 13, 2019.

While we thank all candidates for their interest, only those selected for an interview will be contacted. We regret we are unable to accept telephone inquiries.