



## **Job Description: Director of Operations and Finance**

### **ABOUT THE STOP**

From our origins as one of Canada's first food banks in the 1980's, The Stop has blossomed into a thriving community hub where neighbours participate in a broad range of programs that provide healthy food, foster social connections, build food skills, and promote civic engagement. We believe that nutritious, sustainable and culturally appropriate food is a human right for all.

### **THE OPPORTUNITY**

Reporting to the Executive Director, the Director of Operations and Finance is an exciting new role designed to engage and lead a talented team of people through The Stop's current strategic plan and beyond. The Director of Operations and Finance is a key member of the senior management team who will work to ensure that The Stop's human capital is valued and engaged, safe and efficient operations continue across all sites (currently three physical locations), while leading the financial oversight of The Stop's annual budget. Managing a direct team of three including the Finance and Administrative Coordinators, this hands-on role will involve mentoring and actively developing leadership across the ever-evolving operations of The Stop.

The successful candidate will combine their experience in non-profit operations, human resources, and finance with an entrepreneurial spirit and a passion for strengthening team culture by leading by example and inspiring others.

## **CORE RESPONSIBILITIES:**

### **Operations & Human Resources**

- Work closely with the Executive Director and Director of Programs to ensure that the operational management of The Stop aligns with the current strategic plan and meets annual organizational goals.
- Lead the implementation of The Stop's Anti-Racism/Anti-Oppression framework across all aspects of the workplace – policies, practices, training, and interactions.
- Oversee The Stop's human capital and resources, ensuring consistent application of policies and practices. Act as a "go to" for staff, providing support and championing a culture of inclusion and wellness.
- Manage all physical facilities to ensure a safe workplace, recommending improvements and managing maintenance requirements while planning for future growth.
- Oversee and manage the administrative functions of three facilities, including two Administrative Coordinators, property management, lease negotiations, administrative processes, and equipment.
- Lead hiring practices to ensure sourcing and selection is diverse, equity-based, and in keeping with The Stop's culture. Implement consistent onboarding and performance management practices across all sites.

### **Finance**

- Lead The Stop's annual financial strategy in collaboration with the Executive Director.
- Lead the development of the organization-wide annual budget, working closely with the senior management team.
- Develop and maintain timely and accurate financial statement and business reports in accordance with Generally Accepted Accounting Principles (GAAP).

- Prepare all supporting documentation for the annual audit and manage the audit process.
- Track financial goals and prepare reports and recommendations for the Executive Director and the Board.
- Identify and evaluate the key physical and financial risks to The Stop and implement appropriate measures to mitigate such risks.
- Oversight of financial data for annual charity return (T3010) and all other compliance related filings, including the Imagine Canada Standards Program.
- Oversee The Stop's Finance Coordinator in their role managing the general ledger, accounts payable, accounts receivable, and payroll.
- Liaise with the Board of Director's Finance Committee ensuring proper financial controls and accountability.

#### **QUALIFICATIONS AND SKILLS:**

- A passion for The Stop's mission and work.
- Five plus years of experience in non-profit operations, human resources, and financial management.
- Experience in developing and implementing human resource policies through a social justice lens. Solid understanding of Anti-Racism/Anti-Oppression concepts.
- Strong decision making; guided by analyzing and interpreting data, making comparative analysis, and forecasting future impacts of strategic initiatives.
- Degree in a related field(s)
- Strong understanding of Canadian charity regulations, and the accounting standards for Canadian non-profit organizations.
- Management experience working collaboratively at all levels, demonstrating empathy and inspirational leadership.
- Strong knowledge in creating organizational budgets, financial reporting,

tracking expenses and cash flows. Strong competency with QuickBooks and creating spreadsheets (i.e. Excel).

- Experienced facilitator with excellent listening, collaboration, and conflict resolution skills.
- Strong emotional intelligence, a sense of humour, and an ability to thrive in a lean organization.
- Passion, integrity, positive attitude, results-oriented, and self-directed.

**SALARY:** [\$95,000 - \$110,000] with a generous extended health benefits program and a group RRSP

**TERM:** Permanent full-time

**START DATE:** Immediate

Please send a cover letter and resume to the attention of Hiring Committee – Director of Operations and Finance at [hr@thestop.org](mailto:hr@thestop.org)

**Applications must be received by June 11th at 5pm.** No faxes, emails or telephone calls.

The Stop is committed to employment equity and encourages applicants from equity-seeking groups. Only those applicants being considered will be contacted. Thank you for your interest in The Stop.