



George Brown College Foundation Director of Finance

George Brown College Foundation is located on the traditional territory of the Mississaugas of the Credit First Nation and other Indigenous Peoples who have lived here over time. We are grateful to share this land as treaty people who learn, work, and live in the community with each other.

George Brown College Foundation seeks a Director of Finance, a role central to the organization. The George Brown College Foundation is a separately incorporated registered charity that serves as the primary fundraising vehicle for George Brown College. Founded in 1984, the Foundation's mission is to support George Brown College (GBC) and its commitment to excellence in teaching, applied learning and innovation, as well as access, diversity, and mutual respect. Together with our donors, we work to ensure that no student is denied a post-secondary education at George Brown College because of financial constraints. The position provides a unique opportunity for a self-directed professional to play a critical role in helping to build and improve the Foundation's strategy to generate a deep positive impact on the George Brown College students.

Reporting to the President of the Foundation, the Director of Finance is a highly effective finance professional with experience, knowledge and understanding of higher education, specifically the charity and foundation space. The Director will provide day-to-day management and strategic oversight of the financial and administrative operations of the Foundation. The Director will ensure proper stewardship of Endowments, Restricted and Capital Funds following the donor's agreements to maintain compliance with Trust Funds and the donor's involvement, interest, and support. Additionally, the Director will: act as a liaison to the Board of Directors regarding financial matters; work and provide leadership to third party accounting providers; lead the annual audit of the Foundation; and finally, provide strategic direction and operational leadership for human resources related administration including payroll, contracting, confidential records, etc.

The ideal candidate has 3-5 years of leadership experience in finance; proven financial analytical skills, including the ability to identify risks, opportunities, trends, and relationships; and proven experience creating financial models from scratch, with vision and tenacity. Additionally, the candidate has a deep knowledge of accounting software like QuickBooks and Microsoft Suite, particularly the ability to understand and create complex excel spreadsheets. The candidate is entrepreneurial, self-motivated work ethos, capable of taking the initiative when designing and revising controls and financial framework. Finally, the candidate has excellent management skills, works in collaboration to build strong relationships, and is rooted in integrity and ethical acumen. Credentials of a certificated Chartered Professional Accountant (CPA) are a necessary requirement of this role.

Compensation

George Brown College Foundation offers a competitive compensation package (approximately \$125,000, depending on experience) with benefits including employee health insurance, retirement savings program, vacation & sick days, and tuition assistance program.

How To Apply

George Brown College Foundation is dedicated to employment equity and encourages applications from people of all genders, persons with disabilities, racial/visible minorities, and Indigenous peoples; the College is also committed



to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

George Brown College is partnering with BIPOC Executive Search to ensure an applicant list that is diverse and is as intersectional as possible. ***All interested applicants can send their résumé to Melissa Sumnauth by emailing msumnauth@bipocsearch.com.***

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.