



# OPPORTUNITY PROFILE

CHIEF FINANCIAL OFFICER

---

FAIR HAVEN HOMES SOCIETY

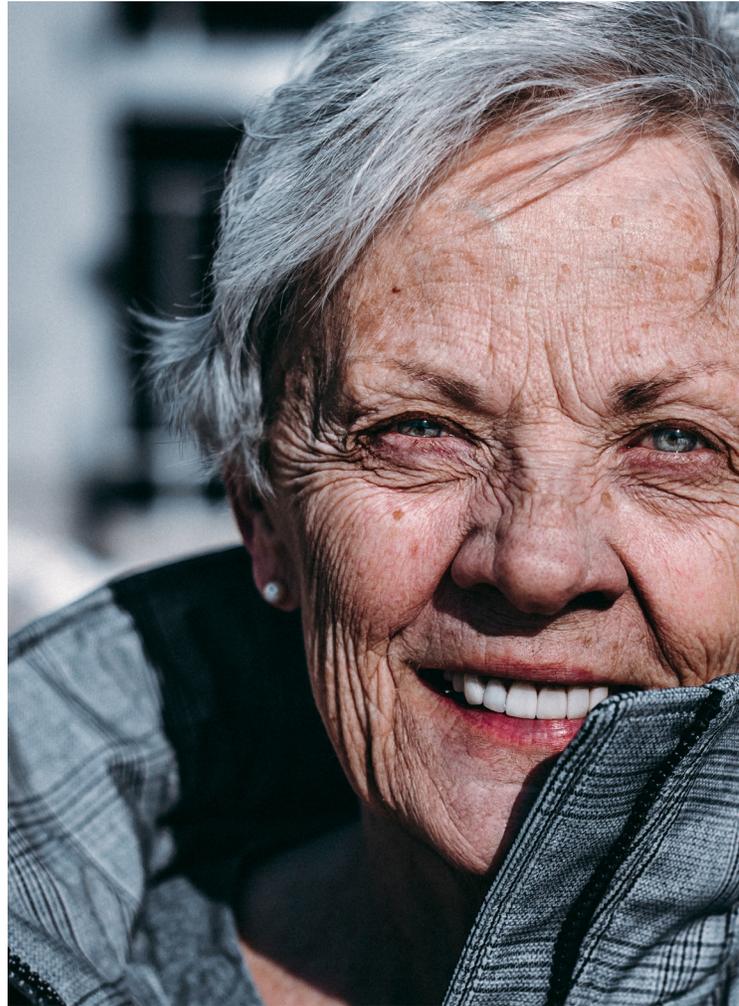
NELSON/KRAFT  
AND ASSOCIATES

# ABOUT US

---

## EXECUTIVE SUMMARY

Fair Haven Homes Society provides low-cost housing and residential care to seniors in Burnaby and Vancouver and seeks an experienced Chief Financial Officer to provide financial management and operational oversight. As a member of the senior management team, the CFO will be involved in strategic planning, evaluation, and future development initiatives. In a collaborative leadership style, the CFO will continue to build and manage effective and streamlined financial systems, including accounting, legal, and information technology.



## WHO WE ARE

### Low Cost Seniors Rental Housing

For 75 years, Fair Haven Homes has been providing below market rental housing to seniors 55+ and seniors with disabilities 50+ in Burnaby and Vancouver. Partnering with BC Housing and Mortgage Corporation, Fair Haven Homes develops housing that is community minded.

#### *Burnaby Apartments*

The 55 barrier-free one-bedroom units were completed in March 1999 with 33 units subsidized and 22 units at market rate. To encourage social interaction, several communal areas that include televisions and pianos for tenants to enjoy are available throughout the property.

#### *McKay Apartments*

These newly constructed units include 113 studio and 32 one-bedroom suites. The property was designed to encourage active, independent living and features outdoor patios, landscaped grounds, and raised garden beds. Selected as a finalist for the “Georgie Award” by the Canadian Home Builders Association of BC the apartments are in high demand and are fully occupied.

#### *Vivian Apartments*

Located in Vancouver, this housing redevelopment, completed in January 2020, offers 139 units consisting of studios, one-bedrooms and accessible one-bedrooms. Occupancy rate is nearly at 100%. These apartments received the nationally recognized LEED Platinum Status (Leadership in Energy and Environmental Design) for building design and construction aimed at improving overall environmental and energy performance.

### Long Term Care Homes

Fair Haven operates two residential care homes, Burnaby Lodge and Vancouver Lodge, which provide round-the-clock professional care and support for seniors with complex health needs who are unable to remain at home. Burnaby Lodge offers 100 private suites and a 25-bed secured unit specializing in care for those with dementia. Vancouver Lodge offers 101 residential care beds, 88 private rooms and 6 double occupancy rooms as well as two dementia units.



## OUR MISSION

Fair Haven provides homes that nurture community and quality of life for seniors.

---



## OUR VISION

We believe in enriching the lives of the Fair Haven community by providing a safe, secure, inclusive and person-centered environment.

---



## OUR VALUES

- **RESPECT** - We believe in the unique dignity and worth of each individual.
- **PARTNERSHIPS** - We believe in working together, collaboratively, involving residents, tenants, families, staff and volunteers in decisions.
- **DEDICATION** - We appreciate the commitment and dedication of our staff, family members and volunteers.
- **DIVERSITY** - We embrace principles that include respect for an individual's faith, spirituality, culture, sexual identity and gender orientation.

# THE JOB



## POSITION DESCRIPTION

Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) will be responsible for providing financial management and operational consultative support. As a member of the senior management team, the CFO will be involved in strategic planning, evaluation, and future development initiatives. In a collaborative leadership style, the individual will continue to build and manage effective and streamlined financial systems, including accounting, legal, and information technology.



## KEY RESPONSIBILITIES

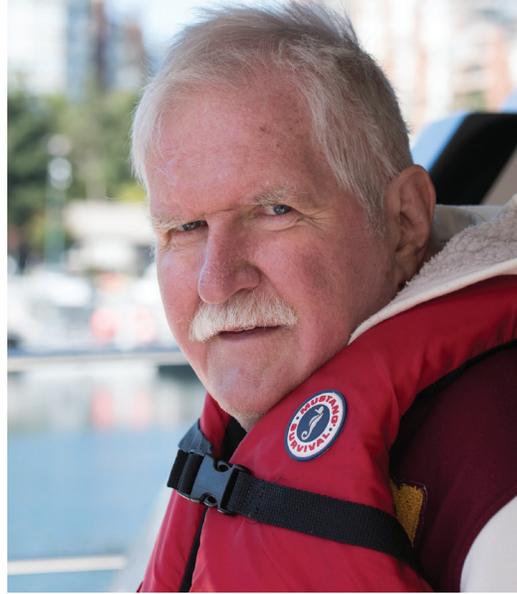
### STRATEGY

- As a business partner to the CEO, assess organizational performance against both the annual budget and the company's long-term strategy.
- Serve as a business partner to the CEO on the Society's financial, budgeting, and administrative processes with an eye to continuously developing and improving systems.
- Advise the board on financial issues, trends and changes in the operating models and operational delivery.
- Collaboratively select and engage outside consultants (auditors, investment advisors, etc.).
- Lead information technology plan for the future, and implement it successfully to meet future IT needs (hardware and software) as the organization grows.

### FINANCIAL PLANNING & ANALYSIS

- Prepare and maintain regular financial planning reports; monthly profit and loss forecast by division (vs. budget); quarterly cash flow forecast.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for the Society's board of directors.
- Develop and execute analysis of various business initiatives (i.e. opening new operations, asset acquisition, new service launches, diversification).
- Develop and maintain capital budgets.

*Cont'd on pg. 7*



## FINANCE

- Oversee cash, investment and asset management.
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight into the organization's operations and business plans.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Hire and retain support staff as needed in the future.

## POLICY & STAKEHOLDER RELATIONS

- Participate in the development of corporate policies and protocols.
- Develop, inform, educate and execute the investment policy upon approval from the Board.
- Represent the society to financial partners, including financial institutions, stakeholders, foundation executives, auditors, CRA, public officials, etc.
- Remain up-to-date on non-profit audit best practices and municipal, provincial, and federal law regarding non-profit and charity operations, including the Society Act.

*Cont'd on pg. 7*

## **ACCOUNTING**

- Oversee accounting team to ensure proper maintenance of all accounting systems and function; supervise finance staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy and usefulness of financial and management reporting for federal, provincial, regional district and municipal funders, foundations, and Societies' Boards; oversee the preparation of monthly and annual financial statements.
- Coordinate all audit activities and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Serve as a key point of contact for external auditors; manage preparation and support of all external audits.

## **CORPORATE DEVELOPMENT**

- Represent Society in efforts with bankers and lenders.
- Prepare various analysis and reports required for future development projects and acquisitions.

## **LEGAL AND RISK MANAGEMENT**

- Collaboratively manage the Society's insurance program.
- Collaboratively manage the Society's real estate affairs, consisting of leases and sub-leases, negotiate new leases or lease renewal.
- Collaboratively manage the Society's legal affairs regarding claims, and other financial matters.
- Prepare, maintain and update the Society's Risk Ledger.

## QUALIFICATIONS

- Chartered Professional Accountant designation required.
  - Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
  - A minimum of 7 years' experience in financial management and accounting, ideally in the non-profit sector.
  - Experience should include legal, audit, compliance, budgeting and forecasting.
  - Resourcefulness in setting priorities and proposing new ways of creating efficiencies.
  - Flexible and a self-starter; able to multi-task yet detail oriented.
  - Personal qualities of integrity, credibility, and a commitment to the mission and values of the Society.
- 

## REQUIRED ATTRIBUTES

- **TEAMWORK** – working effectively and efficiently together with others.
- **RELATIONAL** – ability to build a strong relational team and to relate well with people at all levels within and outside the organization.
- **INTEGRITY** – capability to be completely honest and forthright in all dealings.
- **COMMUNICATOR** – ability to communicate well in both written and verbal format.



# SEARCH PROCESS

---

NELSON/KRAFT & ASSOCIATES INC.

## OUR SEARCH TEAM



### LARRY NELSON

**Leading the Search**

Larry is a chartered professional accountant and former CEO of the Baptist Housing Society in BC. He has served on many charity boards nationally and provincially including the board of the Canadian Council of Christian Charities. He has placed over 80 senior executives and worked with more than 50 not-for-profit organizations across Canada. He is passionate about lending his professional expertise to not-for-profit organizations.



### MARK KRAFT

**Supporting the Search**

Mark is a certified executive coach and Birkman Method consultant. With a background in pastoral ministry, strong leadership development skills, and a passion for helping not-for-profit organizations succeed, Mark has become highly sought after for his expertise in recruiting, networking, crisis management, team building, and best practices for board governance.



### JEFF PITCHFORD

**Supporting the Search**

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

## ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Application Deadline:**

*November 13, 2020*

**Finalist Candidate Start Date:**

*Estimated January 4, 2021*

**Location:** Vancouver, BC

## HOW TO APPLY

Forward your resume and cover letter to Larry Nelson at [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com)

Please note, qualified candidates for this search must be Canadian residents at the time of application.

*Nelson/Kraft & Associates Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

---

FOR MORE INFORMATION,  
PLEASE CONTACT:

**MARK KRAFT**

[mark@nelsonandkraft.com](mailto:mark@nelsonandkraft.com)  
1.778.982.4427

**LARRY NELSON**

[larry@nelsonandkraft.com](mailto:larry@nelsonandkraft.com)  
1.778.385.0117

**JEFF PITCHFORD**

[jeff@nelsonandkraft.com](mailto:jeff@nelsonandkraft.com)  
647.409.2922