



Opportunity Profile

CHIEF FINANCIAL OFFICER
THE BROADWAY GROUP

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

The Broadway Group seeks an experienced Chief Financial Officer (CFO) to provide overall financial management and operational consultative support. As a key 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. The CFO will define the process and implement the infrastructure and systems needed to support substantial growth over the next five to ten years.

The CFO will agree to support the Christian foundation that The Broadway Group is built upon and interact with others in a way that reflects those values. The CFO will be representing The Broadway Group as we build positive funding partnerships with Vancouver Coastal Health Authorities, BC Housing and other donors and stakeholders.





OUR STORY

The Broadway Group is a family of charities and non-profits which exist to provide housing and care for older adults, people with disabilities and below market rate housing for all. Currently the group consists of three societies over multiple sites in the Lower Mainland.

Group members have been providing care and housing for over 50 years. Motivated by its Christian roots, the group aims to provide professional, compassionate, and respectful support to all people of all faiths and backgrounds.

OUR SERVICES

Broadway Lodge

Broadway Lodge is a 114 bed care home situated just outside of Granville Island, in Vancouver. Broadway Lodge affirms the dignity of the individual and encourages participation of both the resident and family in decision-making. The Lodge is a dynamic organization, continually improving services and programs modelled by Christ's life and teachings.



RILS

Since 1989, Residents for Independent Living Society has provided residential housing and supportive care to adults with disabilities to ensure that they live the most fulfilling, independent lives possible. RILS now houses over 30 residents in two locations, whose ages range from 23 to 72.



Shiloh Housing

Shiloh Housing provides affordable rental housing in two facilities, one in Vancouver and one in Richmond. The society promotes active participation by residents in building a positive environment that addresses their physical, social and spiritual well-being.



We Believe

- That human life is of supreme value: it is a gift from God, who created us as integrated spiritual, physical and psychosocial beings.
- That being created in the image of God, we are accountable to Him in exercising our responsibilities with integrity. We are also accountable to the Board of Directors and laws of our land.
- That we are stewards of the human and physical resources available to us. Our primary responsibility is to the individuals who have been placed in our care.
- We value the family in the delivery of care by involving them in decision-making where the individual is unable to do so.
- That all people have the right to be treated with courtesy and dignity. This includes respecting privacy, independence and individuality.
- That compassion, based on quality of life, characterizes our caring community.



KEY RESPONSIBILITIES

Strategy

- As a business partner to the CEO, assess organizational performance against both the annual budget and the long-term strategy.
- Serve as a business partner to the CEO on the financial, budgeting, and administrative processes with an eye to continuously develop and improve systems.
- Advise the board on financial issues, trends & changes in the operating models and operational delivery.
- Assist in establishing yearly objectives and attaining organizational goals.
- Collaboratively select/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.
- Participate in calls with banks, lenders, and stakeholders.



Finance

- Oversee cash, investment and asset management.
- Oversee financial strategies and activities, as well as banking relationships.
- 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 Broadway Group 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 / federal law regarding non-profit and charity operations, including the Society Act.

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/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.
- Oversee preparation of month-end, quarterly and year-end financial statements.
- Review all month-end closing activities including general ledger.
- 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 The Broadway Group in efforts with bankers and lenders.
- Prepare various analysis/reports required for future development projects/acquisitions.

Insurance , Real Estate & Legal Affairs

- Collaboratively manage The Broadway Group's insurance program.
- Collaboratively manage The Broadway Group's real estate affairs, consisting of leases and sub-leases, negotiate new leases or lease renewal.
- Collaboratively manage The Broadway Group's legal affairs in the areas of claims, and other financial matters.

QUALIFICATIONS

- Chartered Professional Accountant preferred or Bachelor's degree in Business Administration or MBA.
- Personal qualities of integrity, credibility, and a commitment to the mission of The Broadway Group.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the non-profit sector.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Experience should include legal, audit, compliance, budget, and resource development.
- A criminal records check will be required for the successful candidate.

REQUIRED ATTRIBUTES

- **Teamwork** — Working effectively and efficiently together with others to achieve common goals and objectives.
- **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 within and outside the organization.
- **Communicator** — Ability to communicate well in both written and verbal format.

SEARCH PROCESS

OUR SEARCH TEAM



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JEFF PITCHFORD LEADING 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.



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MARK KRAFT SUPPORTING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



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LARRY NELSON SUPPORTING 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.

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:

Location: Vancouver, BC

Application Deadline: May 20, 2022

Interviews: June 2022

Start Date: July 2022

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for profit businesses across Canada, assisting them in the placement of senior executives..

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position. Nelson/Kraft & Associates Inc. is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.