



Opportunity Profile

ALPHA CANADA
VP FINANCE/CFO

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Alpha Canada is seeking a strategic and entrepreneurial financial executive who is passionate about serving the local church as it shares the Good News in a good way to join their team as Vice President (VP) Finance/Chief Financial Officer (CFO).

As a key member of the Executive Team, the VP Finance partners closely with the Associate National Director to shape and execute Alpha Canada's short- and long-term financial vision, ensuring financial priorities are aligned with strategy to help scale the organization for maximum mission impact. The VP Finance brings executive leadership to the role by anticipating organizational needs, informing strategic direction and contributing meaningfully to enterprise-level decision-making. Oversight includes budgeting, forecasting, cost management and long-range financial planning, with a clear focus on enabling wise stewardship and sustainable growth. The role also represents Alpha Canada in financial matters with Alpha International and other external stakeholders, ensuring alignment, accountability and trust.

If you are a collaborative and mission-driven financial leader who is energized by serving at the intersection of faith, stewardship and organizational leadership, we would love to hear from you!



WHO WE ARE

Alpha began at a church called Holy Trinity Brompton (HTB) in London in 1977. It was taken by Nicky Gumbel in 1990 and repositioned as a course for those outside the church. The number of people attending Alpha at HTB grew quickly into the hundreds and attracted the attention of other churches across denominations seeking to find an effective tool for sharing the Good News of Jesus.

As interest grew, Alpha conferences were organized internationally, and the original Alpha Film Series was filmed in 1994 to make it accessible to the widest possible audience. Now all over the world millions of people have tried Alpha and it has been translated into 112 different languages. The Alpha Talks have been repackaged for today's audience in the Alpha Film Series, and the Alpha Youth Series was created to reach a younger generation with the Gospel.

Alpha Canada is a national organization supported by an \$11.5M annual budget and a team of 50 passionate individuals across the country, including from our office in New Westminster, BC. Last year, Alpha Canada had the joy of serving over 2,800 churches and organizations to create spaces for people to explore life's big questions together. The team continues to prayerfully dream about increased impact in service to the church of Canada.

Building on our legacy of bold, entrepreneurial faith, Alpha Canada looks to the future with purpose and openness, thoughtfully integrating tradition and innovation in service to the local church. With an increasing emphasis on digital tools and relational connection, the organization continues to explore new ways to support churches and congregations as they create spaces for life-changing conversations.

As Alpha Canada moves into this next season, its commitment remains steady: to walk alongside the church as a trusted and responsive partner, supporting leaders as they turn God-given ideas into opportunities for hope, renewal and transformation across Canada.

KEY RESPONSIBILITIES

Finance & Accounting

- Provide overall leadership and accountability for all financial aspects of the organization, including innovation, new initiatives and evolving ministry models; ensuring sustainability while supporting innovation while maintaining financial discipline.
- Lead the Finance Team; provide mentorship and develop team members to build depth, resilience and long-term capacity.
- Lead the development of annual budgets, multi-year forecasts and financial scenarios integrated with strategy, operations and impact measurement.
- Prepare and update forecasts based on significant deviations of actual results vs. budget.
- Prepare monthly financial reporting with appropriate analysis based on variance to budget and prior year, along with recommendations.





- Lead cross-functional, collaborative financial alignment across departments, including Development, to build reliable forecasting models.
- Ensure all organizational tax compliance, including preparation and submission of all required filings and returns within statutory deadlines.
- Provide tax planning and business structure review to support effective stewardship and compliance.
- Oversee year-end financial processes, including payroll reconciliation and donation receipting.
- Coordinate and manage external audits, compliance reviews and financial examinations, as required.
- Enable informed, timely strategic decisions by translating financial data into clear insights and options for the Executive Team and Finance Committee.
- Collaboratively review program and initiative budgets to assess financial viability, sustainability and cost effectiveness.
- Approve payments and payroll from a financial control perspective.
- Actively monitor cash flow, reserves and liquidity; proactively identifying risks and opportunities.

Executive Leadership

- Partner with the Associate National Director and Executive Team to shape organizational direction and strategic priorities.
- Translate financial insight into clear recommendations that inform executive and board-level decision-making.
- Anticipate financial risks and opportunities ahead of formal planning cycles.
- Lead cross-functional financial alignment across departments, ensuring clarity, accountability and shared ownership.
- Operate with a proactive, anticipatory posture rather than a reactive, task-driven approach.





Governance, Risk & Compliance

- Support the Alpha Canada Board and Finance Committee on financial governance matters, including policies, controls and reporting requirements.
- Review and strengthen financial internal controls to safeguard organizational assets and ensure accountability.
- Prepare fraud risk assessments and financial risk analyses, bringing recommendations to the Finance Committee.
- Interpret financial and contractual obligations to ensure compliance with federal, provincial and funding requirements.
- Liaise with legal counsel on finance-related contracts, agreements and risk matters, as required.
- Oversee the organization's insurance portfolio, ensuring comprehensive coverage and leading renewal negotiations to mitigate corporate risk.
- Monitor compliance requirements related to domestic and international financial activities.
- With the Finance Committee and external Fund Manager, work to implement the organization's investment policy to effectively manage cash surplus.

QUALIFICATIONS

EDUCATION REQUIREMENTS

- Bachelor's degree in finance, accounting, business administration or a related field, required.
- CPA designation, required.

KNOWLEDGE REQUIREMENTS

- Advanced knowledge of not-for-profit accounting principles, financial reporting and cash flow management.
- Strong understanding of budgeting, forecasting and financial analysis.
- Strong knowledge of and application of CRA guidelines for a not-for profits; especially in the areas of joint venture and qualified disbursements, as well as governance, risk management and compliance requirements.
- Demonstrated understanding of fund development, organizational strategy and business models.
- Strong working knowledge of financial systems and ability to improve and scale them.

WORK EXPERIENCE

- 10+ years of progressive experience in financial management, including senior leadership roles.
- 7+ years in a large not-for-profit with an operating budget of over \$10 million and an international structure.
- Experience overseeing budgeting, forecasting, financial reporting and cash flow management.

QUALIFICATIONS CONTINUED

- Demonstrated ability to operate at the executive level in a complex and growing organization.
- Experience building or strengthening financial systems and processes in environments marked by growth and increasing scale.
- Demonstrated experience leading audits, compliance and risk management.
- Proven ability to support executive leadership and boards with strategic financial insight.
- Experience working with a fund development team in forecasting and tracking donations, pledge and gift agreements, gift and receipting requirements, etc.
- Experience improving and scaling financial systems and processes, and managing a financial team.
- Experience leading an Alpha course and/or experience in a leadership/volunteer role at a local church, preferred.

PERSONAL QUALITIES

- Keenly curious; a lifelong learner.
- Proactive and innovative; finding and implementing improvements and creative solutions.
- Leadership development experience: a leader who encourages and cares for their team.
- Sound judgement with the ability to balance innovation and discipline.
- Strong relational and communication skills; able to influence across 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 and details for this search:

Location: New Westminster, BC (hybrid)

Application Deadline: May 1, 2026

Short List Interviews: May 2026

Salary Range: \$116,000 - \$132,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

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 and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and 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.

OUR SEARCH TEAM



mark@nelsonandkraft.com
778.982.4427

MARK KRAFT LEADING 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.



matt@nelsonandkraft.com
613.355.1412

MATT ROBBERSTAD SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.



alexa@nelsonandkraft.com
604.226.8846

ALEXA KROEKER SUPPORTING THE SEARCH

With extensive experience in executive and board assistance, Alexa combines her recruitment expertise with a keen understanding of organizational needs to build high-performing teams. She's adept at crafting compelling job descriptions and leveraging advertising strategies to attract the best candidates for your organization. From the initial kickoff meeting, Alexa listens attentively to understand the nuances of your ideal candidate, ensuring a tailored and effective recruitment approach.