THE MUSTARD SEED



Opportunity Profile

SENIOR DIRECTOR, FINANCE
THE MUSTARD SEED

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY



The Mustard Seed is searching for a seasoned and collaborative financial leader with initiative and drive to join their team as Senior Director, Finance.

The Senior Director, Finance is the CFO's principal operational finance leader and trusted second-in-command. The role provides enterprise leadership across accounting, financial reporting, grants, budgeting and forecasting, treasury, audit, internal controls, finance systems, and process improvement. The successful candidate combines deep Controller-level technical expertise with strong people leadership, sound judgment, and the ability to translate financial complexity into practical decisions that support The Mustard Seed's mission and long-term sustainability.

If you are an experienced CPA and team leader who comes from a mid to large sized organization with similarly complex moving parts, we would love to hear from you!



WHO WE ARE

The Mustard Seed is a Christian humanitarian organization whose vision is to build community, grow hope, and support change. Intentionally following Jesus Christ and partnering with the community, The Mustard Seed combats the root causes of poverty in Alberta, British Columbia, and Saskatchewan and works to create positive, lasting change in the lives of those we serve. The Mustard Seed provides basic services (food, clothing, housing, and support services), education, and employment to those living in poverty in the locations we serve.



OUR HISTORY

Pat Nixon founded The Mustard Seed in 1984 with a single street ministry location in central Calgary. Today, the organization operates in multiple cities – Calgary, Edmonton, Red Deer, Medicine Hat, and Grande Prairie in Alberta, Kamloops in British Columbia, and Saskatoon in Saskatchewan. All locations offer a different range of programs and services to serve our most vulnerable community members.

Programs & Services Include:

- Basic Needs – emergency shelter, meals, clothing and hygiene items
- Health and Wellness
- Housing
- Employment
- Spiritual Care
- Community Engagement
- Community Impact Centres



OUR VISION

To eliminate homelessness and reduce poverty where we serve.

OUR MISSION

To build hope and well-being for our most vulnerable citizens through Jesus' love.

OUR VALUES

- Christ-Centredness
- Transparent Accountability
- Treating All With Respect
- Open Communication
- Holistic Innovation



IDEAL CANDIDATE PROFILE

The ideal candidate is a senior CPA finance leader with deep Controller-level technical expertise and a successful record of leading finance functions in a complex, larger organization. They have personally led significant year-end audits, overseen accounting and financial reporting, managed grant-funded operations, strengthened internal controls, improved budgeting and forecasting, and led finance systems and process transformation. They are equally comfortable resolving a technical accounting issue, guiding a manager, challenging a budget assumption, working with auditors and funders, and advising the CFO and Executive Team. The successful candidate will provide dependable operational leadership while helping modernize Finance and strengthen The Mustard Seed's financial sustainability, stewardship, and organizational capacity.

Education & Professional Designations, Required

- Chartered Professional Accountant (CPA) designation in good standing.
- Bachelor's degree in accounting, finance, commerce, business administration, or a related discipline.
- Ongoing professional development in accounting standards, financial reporting, governance, internal controls, audit, risk management, and finance leadership.

Preferred Assets

- CRMA, CFE, CIA, or another relevant risk, controls, audit, fraud, or governance designation.
- Advanced training or certification in ERP systems, data analytics, business intelligence, financial systems implementation, finance transformation, or project management.

Experience Requirements

- Approximately 12 to 15+ years of progressive finance and accounting experience, including significant senior leadership responsibility.
- A minimum of 5 to 7 years of leading managers and professional finance teams in a large or larger mid-sized, complex organization.
- Significant experience serving in a Controller, Corporate Controller, or equivalent senior controllership role, with accountability for the integrity of financial reporting, accounting operations, internal controls, and close processes.
- Extensive experience leading the annual external audit from planning through completion, including audit schedules, working papers, issue resolution, management responses, and relationships with external auditors and governance committees.

- Demonstrated leadership across financial reporting, general accounting, grants accounting, budgeting and forecasting, treasury, internal controls, risk management, and audit coordination.

- Substantial experience with grant-funded operations, including grant budgeting, restricted funding, contribution agreements, eligible expenditures, cost allocations, claims, financial reporting, compliance, funder audits, and closeout.

- Experience leading finance systems and process improvement, including ERP optimization or implementation, systems integration, reporting automation, data quality, business intelligence, and finance workflow redesign.

- Experience building, restructuring, developing, or stabilizing a finance function while maintaining reliable day-to-day delivery.

- Experience advising executives and presenting clear, decision-focused financial information to senior leadership and governance bodies.

Strongly Preferred

- Experience in a large charity, not-for-profit, healthcare, public sector, social services, affordable housing, or similarly complex mission-driven environment.

- Experience managing a large portfolio of municipal, provincial, federal, or other government funding agreements.

- Deep practical experience with fund accounting, restricted contributions, contribution revenue recognition, capital projects, and government-funded initiatives.

- Experience with Salesforce-based ERP environments such as Certinia/FinancialForce, budgeting and forecasting tools, Tableau or similar BI platforms, and broader data governance initiatives.

CORE COMPETENCIES

Financial Reporting & Technical Accounting Expertise

- Expected proficiency: Expert
- Scope: Deep knowledge of Accounting Standards for Not-for-Profit Organizations (ASNPO); fund accounting; restricted contributions; deferred contribution accounting; complex accounting analysis; financial statement preparation and review; accounting policy development; technical research; disclosure requirements; and financial reporting governance.
- Evidence of effectiveness: Resolves complex accounting issues independently, advises the CFO and auditors on technical matters, ensures accurate, compliant, and timely reporting, and translates technical requirements into practical business processes.



Controller Leadership & Financial Stewardship

- Expected proficiency: Expert
- Scope: Leadership of month-end and year-end close, balance sheet governance, reconciliations, accounting operations, policies, internal controls, cash stewardship, and audit readiness.
- Evidence of effectiveness: Builds scalable and disciplined processes, identifies control weaknesses early, maintains financial integrity, and creates clear ownership across the Finance Team.



Audit & Assurance Leadership

- Expected proficiency: Expert
- Scope: End-to-end leadership of external audits, working papers, schedules, auditor requests, technical issue resolution, management responses, control remediation, and Audit or Finance Committee support.
- Evidence of effectiveness: Anticipates audit issues, establishes an audit-ready culture, coordinates organizational responses effectively, and drives timely remediation of findings.

Grant & Government Funding Expertise

- Expected proficiency: Expert
- Scope: Grant accounting and budgeting, restricted funding compliance, contribution agreements, cost allocations, eligible expenditures, funding claims, receivables, funder reporting, forecasts, audits, and closeout.
- Evidence of effectiveness: Protects funding, identifies compliance risk early, improves grant controls, supports funder relationships, and helps leaders understand funding restrictions and sustainability risks.

Budgeting, Forecasting & FP&A

- Expected proficiency: Advanced to Expert
- Scope: Enterprise budgeting, rolling forecasts, scenario modelling, variance analysis, cost management, KPI development, resource allocation, and long-term financial planning.
- Evidence of effectiveness: Challenges assumptions constructively, improves forecast reliability, identifies emerging pressures early, and converts analysis into specific management actions.

Financial Systems, Process & Technology Leadership

- Expected proficiency: Expert
- Scope: ERP strategy and optimization, systems implementation, integration, reporting automation, data governance, master data, business intelligence, workflow redesign, and finance transformation.
- Evidence of effectiveness: Understands both business processes and IT system requirements, strengthens control through system design, improves data reliability, and delivers practical modernization initiatives.

Risk Management, Internal Controls & Governance

- Expected proficiency: Expert
- Scope: Financial risk assessment, control design and monitoring, fraud prevention, compliance, policy development, delegated authorities, governance reporting, and issue escalation.
- Evidence of effectiveness: Balances mission objectives with stewardship, brings forward concerns early, recommends proportionate mitigation, and embeds accountability into finance processes.

Strategic Financial Leadership & Business Partnership

- Expected proficiency: Advanced to Expert
- Scope: Financial strategy, organizational sustainability, business cases, capital and operating decisions, scenario analysis, executive advice, and cross-functional leadership.
- Evidence of effectiveness: Connects financial decisions to mission impact, makes complex issues understandable, and provides clear recommendations rather than analysis alone.

Executive & Board Communication

- Expected proficiency: Advanced to Expert
- Scope: Executive reporting, board and committee materials, financial storytelling, stakeholder management, presentations, and communication with auditors, funders, and operational leaders.
- Evidence of effectiveness: Communicates with clarity and credibility, adapts to financial and non-financial audiences, and handles difficult messages constructively and directly.

People Leadership & Finance Team Development

- Expected proficiency: Expert
- Scope: Organizational design, performance leadership, succession planning, coaching, role clarity, workload prioritization, and creation of a collaborative, accountable service culture.
- Evidence of effectiveness: Develops managers and future leaders, sets high standards, builds trust, addresses performance issues, and balances accountability with support.

Mission, Service & Organizational Judgment

- Expected proficiency: Advanced
- Scope: Understanding of mission-driven operations, competing stakeholder needs, service delivery realities, financial constraints, and reputational considerations.
- Evidence of effectiveness: Applies sound judgment, preserves confidentiality, works with humility, and supports practical decisions that advance both stewardship and mission outcomes.

OUR SEARCH TEAM



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SHAWN PLUMMER
LEADING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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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.

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: Calgary, AB

Application Deadline: November 27, 2026

Short List Interviews: December 2026

Start Date: TBD

Salary Range: $125,000-$130,000

This position is currently available

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.