AMBROSE
UNIVERSITY



Opportunity Profile

VICE PRESIDENT, FINANCE
AMBROSE UNIVERSITY

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Ambrose University is searching for a relational and tactical financial executive, who is comfortable in the day-to-day as well as in high-level strategy development, to join their team as Vice President, Finance (VP Finance).

The VP Finance is responsible for overseeing the financial stewardship of Ambrose University, including business planning, accounting, payroll, budgeting, financial reporting, investment oversight, and financial risk management.

Reporting to the Executive Vice President of Operations, the VP Finance works closely with senior leadership and the Ambrose Board of Governors to ensure the university's financial health and align financial strategies with its mission, vision, and values.

The VP Finance provides strategic financial leadership through long-term planning, financial analysis, risk management, regulatory compliance, and the establishment of effective internal controls. The position is responsible for coordinating budgeting and forecasting processes, managing financial audits, overseeing investments, and ensuring the appropriate stewardship of grants, endowments, scholarships, and donations. The VP Finance also leads improvements to financial systems, processes, and reporting, develops financial key performance indicators, and fosters a high-performance culture that supports continuous improvement and professional development within the finance team.

The position is inherently relational and requires a proactive approach to establishing and maintaining strong, trust-based relationships across all levels of the organization. The VP Finance must work collaboratively with colleagues, senior leadership, board members, and external partners to advance the university's strategic objectives.

If you are an experienced and proven financial leader who wants to play a key role in shaping and supporting Ambrose University's strategic vision, financial sustainability, and future growth, we would love to connect with you.



OUR STORY

Ambrose University was formed in 2007 through the union of Alliance University College and Nazarene University College, but our roots go back to 1921, when Calgary Bible Institute first opened its doors. For over 100 years, Ambrose University and its predecessor institutions have been committed to Christian post-secondary education. In 2008, we moved to our current 23-acre campus in southwest Calgary, designed to support a growing community of up to 1,000 students and carrying forward a shared vision of strengthening our academic programs and expanding our reach.

Our story is rooted in the long traditions of teaching, scholarship, and service shaped by both institutions, and carried forward at Ambrose today.

WHO WE ARE

Rooted in Christian Traditions

Ambrose is the official post-secondary institution of The Christian and Missionary Alliance in Canada and the Church of the Nazarene Canada. We are deeply shaped by these traditions, but welcome students, faculty, and staff from more than 50 Christian denominations. Our diversity strengthens our learning and deepens our community.

Learning with a Purpose

At Ambrose, education goes beyond textbooks. Whether you're studying business, biology, or theology, you'll be invited to wrestle with questions of meaning, purpose, and calling.

Guided by Faith

Our faculty teach a faith-informed perspective, drawing from the richness of the Christian tradition. They encourage open dialogue, thoughtful reflection, and personal exploration, helping students grow in wisdom, character, and faith.



OUR MISSION

Ambrose University is a Christ-centred educational community that forms students intellectually and spiritually, prepares them for vocational success, and empowers them for redemptive engagement with the Church for the world.

OUR VALUES

- Christian faith
- Pursuing excellence
- Holistic formation
- Service
- Community

For more information, visit the Ambrose website.

KEY RESPONSIBILITIES

Strategic Financial Leadership & Planning

- Develop and maintain effective working relationships with the Executive Vice President of Operations, President, President's Cabinet, and Board of Governors.
- Oversee the university's strategic financial planning and ensure alignment with Ambrose's mission, vision, and values.
- Collaborate with senior leadership to develop long-term business plans and financial options that support the university's strategic objectives and long-term vision.



Financial Health & Performance Monitoring

- Monitor and analyze the university's financial performance to ensure financial stability.
- Prepare monthly, quarterly, and annual financial reports to support strategic decision-making.
- Identify financial risks and recommend improvements to strengthen financial performance and stability.





Grant/Endowment Financial Management & Reporting

- Oversee the financial management of grants and endowments, ensuring funds are allocated and utilized in accordance with grant guidelines, donor intentions, and organizational priorities.
- Prepare and submit regular financial reports to grant providers, ensuring compliance with reporting deadlines and specific funding requirements.



- Collaborate with program managers to monitor grant and endowment expenditures, ensuring alignment with approved budgets and compliance with funding and donor regulations.
- Ensure endowment funds are invested in accordance with Ambrose University's investment strategy, preserving principal while supporting institutional priorities.

Compliance & Risk Management



- Ensure adherence to applicable legal and financial regulations.
- Maintain robust internal controls and effective financial risk management practices.
- Establish and manage internal and external audit processes, including oversight of the university's annual financial audits.
- Oversee extensive reporting to government agencies and accrediting bodies, ensuring accurate and timely submissions in accordance with regulatory requirements.

Budgeting & Forecasting

- Coordinate and oversee the university's annual budget and financial forecasting processes.
- Provide regular reports on interim budgets and financial forecasts to senior leadership and the Ambrose Board of Governors.

Investment & Endowment Management

- Manage the university's investment strategies in accordance with the Investment Policy Statement and in collaboration with the Finance and Audit Committee.
- Ensure responsible stewardship of endowments, scholarships, and donations through clear financial and legal strategies.

Financial Systems, Processes & Performance Measurement

- Recommend improvements and lead the development of financial processes, systems, and reporting practices.
- Develop key performance indicators (KPIs) linked to financial performance and effective financial management.

Leadership & Team Development

- Participate as a member of the President's Cabinet.
- Provide strategic leadership to direct reports.
- Prioritize relationship building with both internal and external stakeholders.
- Foster a high-performance culture and support continuous professional growth and skill enhancement within the finance team.

QUALIFICATIONS

Education & Professional Designation

- Must be a Chartered Professional Accountant (CPA), or keenly interested in working towards the designation in the near future.
- Must possess, at minimum, a bachelor's degree or equivalent in accounting or finance.

Progressive Accounting Experience

- Seven to ten years of progressive accounting experience, with a strong track record of increasing responsibility.
- Experience ideally within both nonprofit and educational settings.
- Deep knowledge of financial principles, accounting practices, and applicable financial regulations.

Financial Leadership Experience

- A minimum of three years of experience in a leadership role overseeing an accounting function.
- Demonstrated ability to lead and develop accounting teams.
- Experience managing financial reporting, budgeting, payroll, accounts payable, accounts receivable, and audit processes.
- Proven ability to implement strategic initiatives, foster a collaborative and high-performing team environment, and drive continuous process improvements.
- Maintains the ability and desire to take on more responsibilities over time.

PERSONAL & PROFESSIONAL ATTRIBUTES

- Aligns with Ambrose University's values, mission, vision, and statements of faith.
- Demonstrates a quality of spirit reflected in a growing relationship with God and positive interpersonal relationships.
- Demonstrates sensitivity and respect toward diverse people and cultural groups.
- Exhibits maturity and humility in professional conduct and interpersonal relationships.
- Demonstrates a commitment to servant leadership.
- Brings fresh ideas and perspectives to the team.
- Demonstrates the ability to collaborate effectively with the President and across the various divisions of Ambrose University.
- Builds and sustains strong, trust-based relationships with colleagues, senior leadership, board members, and external partners.
- Upholds the highest standards of personal integrity and confidentiality.
- Demonstrates a strong work ethic and positive outlook.

OUR SEARCH TEAM



shawn@nelsonandkraft.com
604.614.2665

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.



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.

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: open until a suitable candidate is found

Start Date: TBD

Salary Range: $145,000 - $155,000

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.