



Championing health and human rights with community-based partners to respond to the AIDS pandemic in sub-Saharan Africa.

www.stephenlewisfoundation.org

DIRECTOR OF FINANCE AND OPERATIONS

STATUS: Full-Time, Permanent

SALARY: \$139,958

LOCATION: Toronto, ON (Hybrid)

APPLICATION DEADLINE: January 16, 2023

ABOUT US

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the HIV pandemic. The work unfolding in these communities is ground-breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations that are working in sub-Saharan Africa to cut the HIV and AIDS pandemic off at its roots by providing care and support to women, children, grandmothers, LGBTIQ communities, and people living with HIV. Since 2003, the SLF has funded over 2100 initiatives, partnering with more than 335 community-based organizations.

THE ROLE

Reporting to the Executive Director and as part of the Senior Leadership Team, the Director, Finance and Operations is responsible and accountable for the overall financial and operational leadership of the SLF and ensures organizational effectiveness through sound financial and operational practices, and accountability for office administration, information technology, and human resources. The Director of Finance and Operations is responsible for supporting fiscal and strategic planning, managing the financial resources of the organization, and ensuring that the SLF is compliant with CRA regulations, legal requirements and accounting standards. The Director focuses on improving operations and business practices, managing systems and technology, and ensuring that human resource policies and practices nurture a thoughtful, feminist organizational culture.

The Director of Finance and Operations will:

- ✓ Safeguard the Foundation's assets by ensuring that strong and appropriate internal controls and procedures are implemented and maintained across all relevant areas of the Foundation, including developing and implementing financial policies, procedures and risk management tools.
- ✓ Oversee the annual audit, including liaising with the Foundation's external audit firm and Finance and Audit Committee of the Board, and oversee cash management, funds and reserves, including cash flow, banking relationships, investments and securities.
- ✓ Identify best practices and improve internal systems with an eye toward future needs and budget realities - specifically, support improved information flow, business processes and organizational planning
- ✓ Responsible and accountable for the smooth running of all business operations with the Administration Team, through strong and secure infrastructure, a safe and healthy office workplace, and support for remote working
- ✓ Lead the roll out of the organization's annual planning process, determining timelines, processes and tools to support planning within and across departments in line with the strategic plan
- ✓ Steer the development of a multi-year finance and business operations strategy in line with the broader organizational strategy to ensure the long-term work of the organization is well supported
- ✓ Ensure strong policies and practices to support the people and culture of the organization.
- ✓ Lead a team of professional employees and external consultants using a supportive and collaborative approach

THE IDEAL CANDIDATE will have

- ✓ Professional accounting designation (CPA) or equivalent experience
- ✓ 10 or more years of related experience in Accounting or Finance, preferably in grant making or fundraising in the not-for-profit sector
- ✓ Broad experience with the full range of business functions and systems related to charity operations
- ✓ Experience with Raiser's Edge and accounting databases
- ✓ Excellent ability to think strategically, anticipate future consequences and trends, and incorporate them into organizational planning
- ✓ Strong organizational skills, including time-management and the ability to prioritize and meet deadlines
- ✓ Excellent ability to communicate with warmth, professionalism and clarity, in writing and in person
- ✓ Strong interpersonal skills and demonstrable appreciation of diversity and inclusion
- ✓ Personal commitment to the values of feminism, social justice, solidarity, collaboration and gender equality
- ✓ Understanding of issues around HIV and AIDS an asset

OUR BENEFITS

- ✓ 4 weeks vacation, sick and personal days
- ✓ Comprehensive benefits package (health, dental, vision)
- ✓ Competitive wages; The SLF is certified by the [Ontario Living Wage Network](#)
- ✓ Hybrid remote work schedule and flexible hours to promote employee wellbeing

- ✓ Top-up for maternity/parental leave and sick leave

If you share our values and have the necessary skills to be successful in this role, we invite you to apply today. Submit your résumé and cover letter to careers@stephenlewisfoundation.org, indicating “Director of Finance and Operations” in the email subject line. While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Stephen Lewis Foundation requires all new hires to be fully vaccinated against COVID-19. Applicants who receive an employment offer will be required to provide proof of vaccination as a condition of employment or have a valid medical or other Human Rights Code-related exemption.

The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, LGBTQ2S+ persons and people with lived experience of HIV and AIDS.

The Stephen Lewis Foundation is an equal opportunity employer.