



**NORQUEST  
COLLEGE**

**OPPORTUNITY PROFILE**

**Vice President, Administration  
& Chief Financial Officer**

## About NorQuest College

NorQuest College is the largest Community College in Alberta. Located on traditional lands referred to as Treaty 6 territory, it serves 12,573 full-time and part-time credit students, and 7,894 non-credit or continuing education students.

NorQuest has always been shaped by the people and communities it serves. The College's alignment between people and place defines its capacity for social, economic, and cultural impact beyond its campus. NorQuest is devoted to changing lives, fulfilling dreams, and creating belonging for everyone and will accomplish this goal, in part, by continuing to deliver workforce-relevant education.

At NorQuest, creating an engaging, supportive, and vibrant culture is a top priority. The College believes that it can best elevate its learners and the community when its people are doing their best, most gratifying work. Today, NorQuest's culture is shaped by its purpose, its values (known as "the nine Qs"), and its commitments to anti-racism, equity, diversity, and inclusion. It is further shaped by the practical changes to its processes and systems it has made and intends to make. This commitment to culture has resulted in Norquest being named one of Alberta's Top 75 Employers in 2022 and being recognized as a Most Admired Corporate Culture by Waterstone Human Capital in 2023.

NorQuest is a place of connection, a hub for business leaders and innovation, a catalyst for research focused on society's biggest challenges, and a vital partner to government, industry, and the community. NorQuesters can engage in work they are passionate about, constantly learn, try new ideas, and know that being bold is a behaviour that's sought after.

For more information on NorQuest, please visit our website: <https://www.norquest.ca>

## The Opportunity

Reporting directly to the President and CEO, the **Vice President, Administration and Chief Financial Officer (VP, Admin & CFO)** plays a key role in shaping NorQuest College's future.

As a key member of the Executive Team, the VP Admin & CFO provides strategic oversight of the College's financial, legal, information technology, campus operations, and administrative functions, ensuring the College's sustainability, accountability, and long-term success.

This leader will be instrumental in advancing flagship initiatives under [\*\*NorQuest 2030: We Are Who We Include\*\*](#), translating purpose into measurable outcomes. Guided by NorQuest's nine Qs (Values), this is an opportunity for a leader who not only manages well but also leads with curiosity, courage, and care.

The VP, Admin & CFO serves as Executive Sponsor for transformative projects such as the \$250 million Career Skills Centre, partnering closely with the President and CEO, Board, and peers to ensure financial health, institutional alignment, and operational excellence.

Ultimately, this role is about stewardship and strategy – ensuring that the systems, culture, and resources of NorQuest enable innovation, inclusion, and sustainable growth.

## **Key Roles & Responsibilities**

### **Strategic Leadership**

- Partner with the President and Board to shape and execute NorQuest’s long-term strategy, ensuring alignment between institutional goals, fiscal performance, and operational execution.
- Translate strategic direction into actionable plans with clear priorities, milestones, and accountabilities.
- Foster a culture of transparency, collaboration, and shared purpose across administrative portfolios.
- Bring external perspective through active engagement with government, industry, and community partners to position NorQuest as a trusted and innovative leader.

### **Financial Stewardship & Operational Excellence**

- Lead NorQuest’s financial and capital strategy in alignment with institutional priorities and the Campus Master Plan, ensuring the College’s long-term fiscal health and operational resilience.
- Serve as Executive Sponsor for major capital initiatives, including the Career Skills Centre, overseeing funding, planning, and delivery with accountability and transparency.
- Provide strategic oversight of budgeting, forecasting, and resource allocation, ensuring disciplined planning and agility to redirect investments toward emerging priorities.
- Champion a culture of financial integrity and performance, maintaining robust controls, risk management, and compliance with legislative and policy requirements.
- Deliver timely, insightful financial reporting that strengthens accountability and informs strategic decision-making.
- Build and sustain trusted relationships with auditors, government partners, and oversight bodies through openness and precision.
- Develop business plans, metrics, and performance dashboards to enable data-informed growth and transparent governance.

- Identify and pursue opportunities to enhance financial performance, diversity revenue, and align resources with strategic ambitions.

**Risk, Compliance & Governance**

- Provide strategic leadership of NorQuest's enterprise risk management frameworks, ensuring proactive identification, mitigation, and monitoring of key risks.
- Champion a culture of accountability, integrity, and informed risk-taking that supports effective governance and decision-making.
- Oversee legal, legislative FOIP, privacy, and records management compliance, maintaining adherence to all regulatory requirements.
- Maintain clear and effective financial controls and delegated authorities that safeguard assets and enable performance.
- Lead business continuity, cybersecurity, and information-governance initiatives to ensure institutional resilience.

**Technology and Facilities Enablement**

- Lead the development and execution of NorQuest's digital and technology strategy to support academic excellence and operational efficiency.
- Drive integrated planning for IT and facilities, aligning infrastructure with institutional priorities and learner needs.
- Advance business intelligence capabilities to strengthen evidence-based decision-making.
- Provide leadership through the Project Management Office to ensure successful implementation and optimization of technology initiatives.

**Stakeholder and Partner Relations**

- Deepen NorQuest's relationships with government, industry, donors, and community partners, positioning the College as a key driver of Alberta's workforce strategy.
- Promote cross-sector collaboration and identify alternative funding streams that align with NorQuest's mission and values.
- Represent NorQuest with credibility and influence, building trusted connections that advance institutional impact.

**People Leadership**

- Lead and develop high-performing, value-driven teams that exemplify collaboration, inclusion, and innovation.

- Provide clarity of direction, remove barriers, and cultivate leadership capability at every level.
- Model authentic, courageous leadership grounded in empathy and accountability.
- Champion a culture of learning, belonging, and continuous improvement that reflects NorQuest's Qs and commitment to equity.

**Direct Reports:**

- AVP General Counsel, Director, Financial Services & Controller, Director, Campus Services, Director, Digital and Transformational Services, and Senior Executive Associate, Office of Administration and CFO

## The Person

The successful candidate is a strategic, forward-thinking, and values-driven executive who combines financial discipline with a deep commitment to purpose. You are as comfortable shaping enterprise strategy as you are mentoring teams and building partnerships.

You are motivated by NorQuest's vision of inclusion and impact and believe that sound financial stewardship and modern systems are essential enablers of educational transformation.

You thrive in complexity, think systematically, and act decisively. You are relational and collaborative, and you lead with integrity, humility, and curiosity.

## Qualifications & Experience

- **Progressive senior leadership experience** – more than 15 years of progressive senior leadership experience in finance and administration within complex, multi-stakeholder organizations, including at least five years at the executive level.
- **Education & Credentials** – A bachelor's degree in business, Commerce, Finance, or a related discipline is required; a graduate degree in a relevant field is preferred. **A Chartered Professional Accountant (CPA)** designation is required. The Institute of Corporate Directors Designation (ICD.D) or equivalent governance training is considered a strong asset.
- Demonstrated ability to translate strategy into execution, aligning people, processes, and systems to achieve organizational priorities.
- Proven experience working with boards and governance bodies, offering strategic counsel, clear reporting and trusted financial and operational insight.
- Deep expertise in financial stewardship, risk management, legal and compliance oversight, IT, and facilities operations.

- Track record of leading transformational change and fostering innovation in complex environments.
- Exceptional communication, relationship-building, and influencing skills, with the ability to build confidence and collaboration across diverse stakeholder groups.
- A demonstrated and sustained commitment to equity, diversity, inclusion, anti-racism, and Indigenization, advancing these priorities through authentic and systemic leadership.
- Experience in the post-secondary or broader public sector is considered an asset.
- Strong alignment with NorQuest College's values and leadership philosophy, leading with integrity, honesty, curiosity, and fairness.

## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Anurag Shourie** or **Jessica Park** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

**Leaders International Executive Search**

[www.leadersinternational.com](http://www.leadersinternational.com)