

# Leaders

INTERNATIONAL

---

Executive Search

VANCOUVER

EDMONTON

CALGARY

SASKATOON

WINNIPEG

TORONTO

OTTAWA

MONTREAL

Together  
we are a  
better  
kinder  
stronger  
happier  
richer  
community.



## OPPORTUNITY PROFILE

**Vice President, Shared Services**

# Together we thrive.

## About Edmonton Community Foundation

***Our purpose is simple – enriching communities now and for generations.***

Edmonton is full of passionate people dedicated to building a vibrant community. Edmonton Community Foundation (ECF) supports this by encouraging innovation, visionary thinking, and strong leadership. We believe that with the right resources, our community can continue to grow and thrive.

Over the years, we have developed trusted relationships with donors, charities, volunteers, and community leaders. These relationships help us recognize emerging trends and priorities across Edmonton and ensure that resources reach the people, organizations and initiatives to help address needs throughout our City.

Whether you are seeking a student grant, funding for your charity's latest project, or a meaningful way to give back, ECF has what you need. After all, connecting people is what we do best.

To learn more, visit: [Edmonton Community Foundation](https://www.edmontoncommunityfoundation.ca)





## The Opportunity

Reporting to the CEO and serving as a key member of the executive team, the Vice President, Shared Services (VPSS) leads Finance, Investment Strategy, Information Technology and Facility Management, ensuring these functions are aligned with ECF's mission, risk appetite, and long-term goals.

This role is accountable for organizational stewardship, operational excellence, technology modernization, and the optimizing ECF's endowed asset strategy in partnership with the Investment Committee and external managers.

The VPSS builds cohesive, values-driven teams and ensures reliable, high-performing, compliant, and efficient operations that support ECF's philanthropic impact.

The position is based in Edmonton and offers a hybrid work model of up to two days per week from home.

## Key Responsibilities

### Finance & Organizational Stewardship

- **Leadership & Oversight:** Provide executive leadership for accounting, budgeting, forecasting, financial reporting, treasury, and internal controls.
- **Financial Strategy:** Lead multi-year financial planning, scenario modelling, liquidity management, and capital planning aligned to ECF's strategic priorities.
- **Planning & Alignment:** In collaboration with the CEO, support the development and ongoing refinement of multi-year strategic and annual business plans, ensuring alignment with organizational strategy, priorities, and capacity.
- **Reporting & Compliance:** Ensure timely and accurate monthly, quarterly, and annual reporting for management, the Board, and regulatory bodies (e.g., CRA requirements for charities).
- **Audit & Controls:** Oversee annual audit and drive continuous improvement in financial processes, governance, and risk management.
- **Policy & Process:** Recommend, update and maintain core policies while improving efficiency and transparency.
- **Internal Support:** Partner with internal departments to ensure fund accounting integrity, policy adherence, and clear reporting.
- **Budget & Vendor Stewardship:** Optimize Shared Services budgets and vendor partnerships to ensure responsible, ethical, and value-driven procurement.

### Investment Strategy & Portfolio Governance

- **Strategy & Alignment:** Collaborate with the Director, Investments, external consultants, and the Investment Committee to refine asset allocation, risk parameters, and long-term objectives for endowed assets.
- **Manager Oversight:** Oversee due diligence, onboarding, monitoring, and performance evaluation of external investment managers and custodians.
- **Performance & Risk Reporting:** Provide clear, insightful reporting on performance, risk attribution, fees, and compliance including recommendations for rebalancing as needed.
- **Policy Management:** Accountable for the development, implementation, and ongoing management of Investment Policies such as Asset Management Policy,

Capital Market Investment Policy and Guidelines and Mission Related Investment Policy.

- Liquidity & Cash Flow: Coordinate cashflow management, capital calls, redemptions, and short-term investments to maintain appropriate liquidity.

### **Information Technology (IT)**

- Technology Strategy: Oversee the enterprise IT roadmap across security, data, applications, infrastructure, and digital enablement – ensuring alignment with mission impact.
- Cybersecurity & Resilience: Implement strong cybersecurity controls, incident response plans, backup and disaster-recovery, and privacy compliance (e.g., PIPEDA/FOIP).
- Data & Analytics: Advance data governance, integration, and analytics to support informed decision-making and donor/grantee experiences.
- Vendor & Cloud Management: Oversee SaaS and cloud providers, contracts, SLAs to optimize reliability, scalability, and cost.
- User Experience: Ensure staff have access to reliable systems, effective training, and continuous technology improvement.

### **Facilities & Workplace Experience**

- Facility Strategy: Oversee space planning, accessibility, security, and property management to support a safe, inclusive, and productive workplace.
- Operations & Compliance: Oversee building operations, vendor management, OH&S compliance, emergency preparedness, and sustainability initiatives.
- Capital Projects: Lead planning and delivery of facilities projects (renovations, expansions, life-cycle replacements) on time and on budget.

### **Governance, Risk & Compliance (GRC)**

- Enterprise Risk Management (ERM): Maintain an ERM framework addressing financial, investment, operational, cyber, and reputational risks with regular Management, Board and Committee reporting.
- Policy & Compliance: Ensure compliance with relevant legislation and nonprofit sector standards while maintaining robust policies and staff training.

- Internal Audit/Quality: Sponsor periodic reviews, controls testing, and ongoing process improvements.

### **Leadership, Culture & Collaboration**

- Senior Leadership: Serve as a senior leader, contributing to organizational strategy, governance, and decision-making while modelling ECF's values and leadership expectations.
- Team Leadership: Develop and mentor leaders across Finance, IT, Facilities, and Investments fostering accountability, teamwork, collaboration and service orientation.
- Cross-Functional Partnering: Collaborate with other departments and teams (e.g. Philanthropy, Grants, Marketing & Communications) to support program success and donor satisfaction.
- Change Management: Lead modernization initiatives with thoughtful partner engagement and strong change management.

## **Qualifications & Requirements**

### **Education & Experience**

The candidate will have a bachelor's in business, accounting, finance or a related field. Ideally, they will have a CPA, CFA or MBA. A PMP or Prosci change management certificate would also be seen as an asset. An advanced degree (e.g. MBA) is preferred.

The candidate will demonstrate significant leadership progression across multiple Share Services functions and will have served as a contributing member of an executive leadership team, with a minimum of eight years of leadership experience, in addition to relevant professional-level experience. They will have experience working with a Board-governed organization and collaborating effectively with Finance and Audit, and Investment Committees. The individual will have extensive experience leading an organization's risk management function.

### **Knowledge, Skills & Competencies**

**Leadership & Accountability:** Demonstrated ability to provide decisive, strategic leadership by setting clear direction, exercising sound judgment, and driving accountability for results aligned with organizational priorities.

**Strategic & Analytical:** Strong financial modelling, portfolio analytics, and risk management capabilities; data-informed decision-making.

**Governance & Policy:** Ability to craft/maintain policies (IPS, spending, reserves, IT security, procurement) and report effectively to committees/Board.

**Operational Excellence:** Process design, KPI management, and change leadership across multi-functional teams.

**Technology Fluency:** Enterprise IT fundamentals (security, cloud/SaaS, integrations, data) and practical cybersecurity controls.

**Service Orientation:** Ability to anticipate and respond effectively to the needs of internal teams and external stakeholders, fostering collaboration, providing clear guidance, and supporting colleagues to achieve shared organizational goals.

**Communication & Influence:** Exceptional written/verbal communication; ability to simplify complexity for diverse partner groups.

**Values & Culture:** Commitment to ECF's mission, equity, inclusion, accessibility, and community impact.

## 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 **Ardyce Kouri 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)