OPPORTUNITY PROFILE

VP, Finance, Administration & ReStore

Location: Calgary, Alberta

About Habitat for Humanity

Our Story

Habitat for Humanity started with a simple idea: when families help build their own homes, they gain a sense of security and a better future. Since 1976, that idea has grown into a global movement working in more than 70 countries.

In Canada, Habitat began in 1985 with the first Habitat home in Winkler, Manitoba.

Habitat for Humanity Southern Alberta (HFHSA) was established in 1990 to bring this vision to families in our region. Since then, they have partnered with more than 400 families to help them buy safe, affordable homes in communities across Southern Alberta. They are one of the rare organizations capable of delivering entire city blocks of affordable housing year over year.

Today, Habitat for Humanity of Southern Alberta is one of 45 local Habitat affiliates in Canada. As an independent nonprofit organization, they work alongside Habitat for Humanity Canada, volunteers, donors, and community partners. Together, they are building more homes and creating more opportunities for families to put down roots and plan for the future.

Our Community Of Support

It takes many hands to build a Habitat for Humanity home! Building safe, affordable homes takes more than tools and plans, it takes people working together with a shared purpose. In addition to professional trades:

- Families contribute 500 hours of volunteer work, helping build their homes and supporting ReStores.
- Volunteers work alongside tradespeople to bring each project to life.
- Donors and sponsors invest resources to keep construction moving forward.

This collaboration is what makes Habitat unique. Together, they are opening doors to homeownership and helping families put down roots and feel a sense of belonging in Southern Alberta.

To learn more about Habitat for Humanity Southern Alberta, visit www.habitatsouthernab.ca

The Opportunity

Reporting to the President & CEO, the Vice President, Finance, Administration & ReStore (VPFAR) provides executive financial leadership across one of the most operationally complex organizations in the charitable sector. Habitat for Humanity Southern Alberta is simultaneously a land developer, a residential construction company, a retail and e-commerce enterprise, a mortgage holder, and a registered charity. The VPFAR is the person who holds the financial picture of all of it together.

This is a rare opportunity for a finance leader who wants to use their technical skills to do more than produce financial statements. The CEO is a creative strategist with bold, ambitious ideas that need to be modelled, scenario-planned and made tangible. This VPFAR is a thinking partner who can take a concept and run the numbers behind it.

If you are energized by complexity, comfortable holding several different businesses in your head at once, and motivated by a mission that puts families into homes, this role offers a platform few organizations can match.

Leading a finance, administration, IT and ReStore portfolio, the role has 4 direct reports with teams reporting under them:

- Manager of Accounting & Financial Reporting (team of 3)
- Senior Salesforce Administrator
- Director of ReStore Operations (team of 40+)
- Risk & Safety Specialist

The VPFAR is a genuine partner to the CEO and a trusted advisor to the Board's Audit & Risk Management Committee.

Habitat Southern Alberta is first and foremost a real estate development organization building entire city blocks of housing across Southern Alberta, a growing portfolio of no-down-payment, interest-free homeowner mortgages, and active relationships with government funders, lenders and financial institutions including CMHC and MCAP. Layered on top of this is one of the largest and most successful ReStore operations in Canada with four locations across Calgary and Medicine Hat plus an online eStore, more than 45 staff, and proceeds that contribute over $1.6 million annually to the organization's mission.

This is a role built for someone who can move comfortably between governance-level financial strategy, fiscal oversight of a real estate development company, and the operational detail of a four-location retail business generating more than $6 million in annual revenue.

Key Responsibilities

- Provide executive financial leadership for an organization operating simultaneously as a land developer, construction company, retail enterprise, mortgage holder and registered charity.
- Oversee the annual budget, multi-year forecasts and capital planning, including treasury management of restricted construction funds and a multi-year mortgage forecasting model that supports future build planning.
- Provide strategic oversight of ReStore operations — a four-location, 45+ staff social enterprise generating more than $6 million in revenue — partnering with the Director of ReStore Operations on growth, profitability and performance against targets.

- Act as a strategic thinking partner to the President & CEO, translating high-level strategic ideas into financial models, scenario plans and business cases that support sound decision-making.
- Oversee financial and risk reporting to the Board and its Audit & Risk Management Committee, leading the committee through the organization's financial position, risks and strategic priorities, and presenting the annual budget to the full Board.
- Provide executive oversight of financial operations including payroll, accounts payable, accounts receivable, general ledger management, financial reporting and the annual audit process.
- Oversee grant and contribution administration to ensure compliance, documentation, milestone tracking and timely reporting to government and other funders, while staying closely connected to fund development on funding cadence and cash flow.
- Lead the organization's enterprise risk management program, including oversight of the Health & Safety program, OH&S compliance, COR certification, and business continuity and emergency preparedness planning.
- Provide strategic oversight of information technology, including contracted IT service providers, internal systems, the family application portal, and cybersecurity awareness across the organization.
- Manage banking, financing and investment relationships, including lender relationships such as MCAP, in support of organizational operations and growth.
- Build, mentor and provide clear direction to a finance and administration team that is strong technically but benefits from active, present leadership and regular information-sharing.
- Build strong working relationships across a wide range of internal partners — construction, retail, fund development, family services and marketing — as well as with the Board and Executive Leadership Team.

Skills and Qualifications

- CPA designation required, with a minimum of 10 years of progressive senior financial leadership experience.
- Experience in retail, construction, real estate development or other complex, multi-business-line operational environments is ideal, combined with exposure to not-for-profit organizations; comfort moving fluidly between these contexts is essential.
- An entrepreneurial, how-can-we-make-it-happen mindset. This role calls for someone who sees opportunity and runs with it, brings a business and growth lens beyond spreadsheets and accounting, and is energized rather than constrained by ambiguity.

- Demonstrated experience in financial modelling, scenario planning and capital planning, with the judgment to act as a genuine thinking partner to a CEO who operates at a strategic, big-picture level.
- Experience advising senior executives, Boards or Board committees, and preparing and presenting governance-level financial and risk reporting.
- Strong knowledge of financial governance, internal controls, audit and compliance, including experience working directly with audit partners and audit committees.
- Knowledge of financing and debt structures, including experience with CMHC or similar government-backed lending programs, is an asset.
- Demonstrated experience building and leading teams, with the presence to provide clear direction and the collaborative instinct to ensure information flows across the organization rather than staying at the top.
- Strong knowledge of financial systems, enterprise technology, systems implementation and reporting tools, including Microsoft 365 applications; experience with Salesforce or similar CRM platforms is an asset.
- Excellent executive communication and relationship-building skills, with the ability to translate complex financial information for audiences ranging from the Board to construction and retail operations leaders.
- Ability to lead through change, manage multiple priorities and adapt effectively in a complex, evolving organization.
- Ability to work effectively in a multicultural environment and advance practices that support diversity, equity and inclusion.
- Access to a personal vehicle is required.

Express Your Interest

Email a cover letter and a tailored resume to Shalini Bhatty or Heather Fookes at apply@leadersinternational.com, including the job title in the subject line of the email.

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