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Alzheimer
Society
ALBERTA AND
NORTHWEST TERRITORIES

OPPORTUNITY PROFILE

Senior Director, Business Operations & Systems

About Alzheimer Society of Alberta and Northwest Territories

What We Do

The Alzheimer Society of Alberta and Northwest Territories (ASANT) is working to change the face of dementia and improve the quality of life for those with the disease. Serving Alberta and the Northwest Territories, the Society offers a network of educational and support services for people diagnosed with dementia and their care partners, builds partnerships with health professionals and the community, and advances research into treatments that improve the quality of life for those living with the disease. There is currently no known cause or cure for Alzheimer's disease or other dementias, but there is hope for creating a better tomorrow.

As of 2020, estimates place the number of people living with dementia in Alberta at 52,000 (61.2% female). The expectation is that this number will more than double by 2050 to 200,900 (61.2% female). In addition, the estimated and projected number of unpaid dementia care partners, and hours of care provided in Alberta were 30,300 (40.1 million hours/year) in 2020, and this is expected to increase to 118,200 (161.4 million hours/year) by 2050. The 2020 figures reflect an equivalent of 23,000 healthcare aides.

The Society's Programs and Services include:

- First Link®
- Individual care planning consultations
- Individual and group support
- Seeds of Hope learning series
- Onsite information and community referrals
- Public education and information
- "Hope For Dementia" – online community for individuals affected by dementia
- Urban/Rural programming
- Support for Young Onset Dementia (YOD)
- Specific programs to support Palliative aspects of disease progression
- Programs that support targeted cultural communities
- Funding of Alberta-based peer review research

The society has recently received a multi-year, multi-million-dollar commitment to funding from the Government of Alberta to pilot working with several targeted areas that directly support their strategic plan. The funding will further their work in:

- Cultural communities
- Rural support of People Living With Dementia (PLWD)
- Dementia Supportive Communities (modeled on Canadian and UK initiatives)
- Palliative approach to caring with PLWD

They are also currently in active conversations for an additional grant to support Young Onset Dementia.

The society is deeply committed to fostering equity both as an employer and in the delivery of services, ensuring that all individuals and communities, including those in rural and remote areas such as the Northwest Territories (NWT), have access to the support and opportunities they need to thrive.

Our Vision

Each person living with dementia, and those supporting them, can thrive as we focus on care today and a cure for tomorrow.

Our Mission

The Alzheimer Society of Alberta and Northwest Territories brings awareness to Alzheimer's disease and other dementias; helps alleviate the personal and social consequences of the disease; provides education and support programs; and promotes and funds research into the cause, prevention and cure.

To learn more about Alzheimer's Society of Alberta and Northwest Territories, visit alzheimer.ca/ab/

The Role: Senior Director, Business Operations & Systems

Reporting to the CEO, the Senior Director, Business Operations & Systems provides strategic leadership for the Society's finance and administrative functions, ensuring sound stewardship of resources, operational excellence, and continuous improvement. Through the leadership of the Director of Finance & Administration and a team of six indirect reports, this position advances organizational priorities by strengthening financial sustainability, modernizing business processes, leveraging technology and data, and enhancing decision-making across the organization.

The role serves as a key advisor to the CEO, leading transformation initiatives that improve efficiency, accountability, service delivery, and organizational effectiveness while supporting the mission and long-term strategic objectives of the organization.

Key Responsibilities

Strategic Finance & Administration Leadership

Accountable for the strategic oversight of the Society's finance and administrative functions, ensuring they support organizational sustainability, growth, and mission delivery. Provides leadership through the Director of Finance & Administration, aligns financial and operational priorities with organizational objectives, ensures effective stewardship of resources, and delivers timely analysis and recommendations to support executive decision-making.

Operational Excellence & Continuous Improvement

Accountable for driving operational effectiveness across finance and administrative services. Leads process improvement initiatives that enhance efficiency, strengthen internal controls, reduce administrative burden, and improve service delivery while ensuring compliance with organizational policies, regulatory requirements, and risk management practices.

Technology, Data & Innovation

Accountable for advancing organizational performance through the effective use of technology, data, and innovation. Leads the development and implementation of systems and process improvements, optimizes the use of enterprise platforms including Dynamics 365, Power BI, SharePoint, and Collage, and identifies

opportunities to leverage automation, artificial intelligence, and digital solutions to improve capacity, insight, and decision-making.

Leadership & Organizational Capability

Accountable for building a high-performing finance and administration function. Provides leadership, coaching, and direction to the Director of Finance & Administration, establishes clear priorities and performance expectations, develops team capability, and fosters collaboration across the organization. Leads change management initiatives that support the successful adoption of new systems, processes, and ways of working.

The Person

Qualifications & Education Requirements

The ideal candidate will possess an undergraduate degree in Business Administration, Finance, Accounting, Public Administration, or a related discipline. A professional designation such as CPA, MBA, PMP, CPHR, or an equivalent combination of education and experience would be considered an asset.

They will bring 7 to 10 years of progressive leadership experience in finance, operations, business transformation, or organizational effectiveness, with a demonstrated ability to lead teams through organizational change and technology implementation initiatives. Experience within the nonprofit, public sector, healthcare, or other mission-driven environments is preferred.

The successful candidate will have a strong understanding of governance, risk management, internal controls, and regulatory compliance, along with knowledge of organizational technology solutions, digital transformation, and change management practices. Familiarity with data analytics, business intelligence, automation, and emerging technologies, including artificial intelligence, is also important.

An effective people leader, they will have a proven ability to coach, mentor, and develop high-performing teams while fostering collaboration across departments and with external partners. The ability to balance competing priorities in a dynamic environment, identify organizational risks, and implement effective mitigation strategies will be essential to success in the role.

Knowledge, Skills & Attributes

Strategic Leadership and Systems Thinking: Demonstrates the ability to think strategically and understand how people, processes, and systems interact. Aligns operational priorities with organizational goals to support effective decision-making and long-term sustainability.

Financial Stewardship: Exercises sound financial judgment and accountability in managing resources, budgets, and operational priorities. Ensures responsible stewardship of funds while maximizing organizational effectiveness and impact.

Change Leadership and Organizational Agility: Leads change with confidence and adaptability, effectively navigating shifting priorities and organizational needs. Supports teams through transitions while maintaining operational stability and a focus on results.

Innovation and Continuous Improvement: Identifies opportunities to improve systems, processes, and service delivery. Encourages innovative thinking and implements practical solutions that enhance efficiency, effectiveness, and organizational performance.

Relationship Management and Collaboration: Builds trusted relationships with colleagues, leadership, and external partners. Fosters open communication, cooperation, and productive partnerships to advance shared objectives.

Accountability and Results Orientation: Demonstrates strong organizational, analytical, and problem-solving skills, with a commitment to delivering measurable results. Establishes clear priorities, monitors performance, and ensures timely execution of initiatives.

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 Olesia Linkevych** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search
www.leadersinternational.com