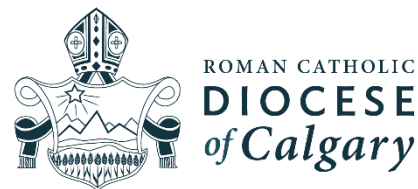


CAREER OPPORTUNITY *for*

Executive Director – Business and Operations

Catholic Pastoral Centre, Calgary



ABOUT THE DIOCESE OF CALGARY

The Diocese of Calgary, established in 1912, encompasses a community of 557,000 Catholics with 68 parishes, stretching 110,000 kilometers across southern Alberta and supports 5 Catholic School Boards and one Catholic University.

THE OPPORTUNITY

The Diocese of Calgary is searching for an individual with demonstrably proven leadership skills and a breadth of knowledge and experience in governance, operations, and business. This unique position offers interested executives a variety of challenging responsibilities that will draw on their professional skills and experience and will present them with an opportunity to advance and to serve the Church.

The Executive Director – Business and Operations has the responsibility to oversee the business administrative operations of the Diocese including properties and infrastructure, project management, investments and development, litigation and corporate affairs. The Executive Director – Business and Operations will work closely with and provide guidance to the Finance and Human Resources departments. They will be extensively involved in the financial operations of the Diocese. This is a senior leadership role within the Pastoral Centre which collaboratively works with the Presbyteral Council, Diocesan Finance Council, parish priests, staff and lay volunteers, other consultative bodies, and external agencies. The Bishop may assign additional duties pursuant to the job description and subsequent directives.

KEY DUTIES AND RESPONSIBILITIES

Leadership

- Oversees Diocesan administrative operations providing Diocesan leadership with strategic insight in critical areas of operations including policy direction and operational initiatives facing the organization.
- Works with the Moderator of the Curia and the Bishop to set and drive the organizational vision, mission and corporate strategies.
- Works with the Moderator of the Curia and the Bishop to develop actionable business strategies, objectives, and plans that ensure that the diocesan strategic plan is realized.
- Provides strategic direction on all aspects of the diocesan operations to ensure that sustainability is a driver in diocesan programming and capital projects.
- Provides managerial leadership and guidance to the financial department, human resource department, and information technology service providers and other diocesan staff to ensure key responsibilities and objectives are met.

- Accountable for ensuring a collaborative environment within the departments of the pastoral center; provides for all staff a strong day to day leadership presence, bridge departmental and parish operations and provides an open-door policy among all staff.
- Participates in the ongoing strategic planning process as a partner with other senior diocesan staff, providing recommendations based on financial analysis and projections, cost identification and allocation, revenue/expense analysis, risk assessments and changes affecting the diocese.
- As required, represents the diocese to external partners, including financial partners, institutions, auditors, public officials, etc.
- Monitors and reports on all legal matters and provides recommendations based on the information provided by legal counsel.

Properties and Infrastructure

- Manages the financial aspects of parish and diocesan buildings, projects and property acquisitions and sales.
- Reviews and makes recommendations for diocesan capital and construction projects.
- Provides guidance, support and consultation to parishes in construction and maintenance matters.
- Develops and maintains key financial relationships including property and liability insurances.
- Assesses risk management requirements and resources for protecting properties and capital infrastructure;
- Develops scopes of work and manages deliverables with external partnerships; and
- Oversees the management of diocesan cemeteries.

Financial Management

- Supports finance staff in maintaining financial record systems in accordance with GAAP.
- Supports timeliness, accuracy, and usefulness of financial and management reporting; supports the preparation and communication of key financial reports.
- Coordinates decision making on cash management and investments.
- Supports all audit activities and proper filings to ensure legal and regulatory compliance regarding all financial functions.
- Implements financial objectives of the Diocese's pastoral plan.
- Advises the Bishop on all operational, strategic, and finance-related issues as they arise.
- Participates in long-term budgetary planning and cost management in alignment with the Diocese's priorities and goals.
- Supports the development and monitoring of budgets, financial plans and forecasts; and
- In coordination with the Finance Manager provide information and guidance to the Finance Council and other committees as required to develop short- and long-term financial plans and projections.
- Develops and maintain key financial relationships including banking, investments and legal.

Development

- Organizes a development approach to forming partnerships that fund the mission and ministries of the diocese; and
- Facilitates the funding and operation of fund-raising activities and initiatives.

Systems, Policies, and Internal Controls

- Leads discussions regarding processes, procedures, and internal controls, recommending improvements to the current systems to support policies.
- Participates in diocesan policy development as a member of the senior leadership team.
- Works with the Bishop and senior leadership team to maintain appropriate internal controls and to ensure sound operational, financial, human resource and information technology procedures and systems throughout the departments and agencies of the diocese.
- Produces internal control reports that analyze the situation from operational, compliance, and financial perspectives; and
- Ensures implementation of, and compliance with, all required risk management best practices.
- Participates in the development and maintenance of information and data management and systems within the Diocese.

Parish Services

- Oversees and supports parish services and provides guidance and consultation in all aspects of parish operations including construction and maintenance matters.
- Initiates overall review to ensure compliance with diocesan policies, rules and regulations of government and regulatory bodies under which the diocese operates; and
- Manages internal controls and mitigation of risk through implementation and adaptation of technology and business best practices in operations, finance, accounting, human resource, and information technology.

QUALIFICATIONS

Experience

- “Truly expert in financial affairs and absolutely distinguished for honesty” (c. 494 S1);
- 10-15 years of senior business/financial management experience leading a complex organization.
- Experience within the Catholic Church, or other not-for-profit (NPO) organization with a multi-million dollar budget is desirable.
- Experience in partnering with an array of key stakeholder groups with complex needs (e.g. senior leadership team, consultative bodies, supervising staff);
- Proven experience in project management, NPO accounting, investing, borrowing, and business law; and
- Professional experience with properties, risk management, and insurance.

Education

- Bachelor’s degree in a business-related field.
- An advanced degree in business would be considered an asset, e.g. Master of Business Administration.
- Project Management designation would be considered an asset.
- CPA or CFA would be considered an asset.

Skills/Knowledge

- Experienced in managing diverse business operations; demonstrates high level business acumen, work ethic and people skills.
- Strategic thinker who anticipates future consequences, trends and opportunities and understands how operations and finances support the broader mission of the organization.
- Exceptional senior management leadership abilities and capacities with demonstrated interpersonal skills and success in team management and leading transformation initiatives.
- Advanced knowledge and experience in all finance functions including budgeting principles, strategic planning, and organizational financial performance monitoring.
- Advanced skills in financial and operational analysis, modeling, business case development.
- Experience in leading risk management and treasury management.
- Knowledge of the management, sale, and leasing of buildings/property.
- Understanding of leading standards for internal controls over operations and financial reporting.
- Understanding of operations of an NPO including related accounting principles, fund accounting and financial reporting methodologies for NPO organizations.
- Action oriented and possesses a high degree of flexibility to achieve objectives and meet demands.
- Knowledge of and proficiency with information technology including database management.
- Knowledge of and proficiency with Human Resource functions, practices and systems. and
- Utmost integrity to maintain confidential information.

CONDITIONS OF EMPLOYMENT

- Understanding of, and commitment to, the mission of the Catholic Church.
- Satisfactory background check and training in compliance with the Safe Environment Policy and Procedures and related diocesan requirements.
- Compliance with all relevant diocesan policies.
- Occasional travel may be required; and
- Evening/Weekend work may be required.

COMPENSATION

- Competitive compensation package commensurate with qualifications, experience, and not-for-profit standards:
- Comprehensive benefits package including RRSP.
- Personal/Flex days; and
- Opportunities for employee development.

TO APPLY

Applications including a cover letter and updated resume should be submitted by e-mail to: Careers@calgarydiocese.ca.

Applications will be accepted until **4pm on Wednesday, January 31, 2024**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.