



JOB POSTING

POSTING: 2025-20

POSITION TITLE SENIOR DIRECTOR, FINANCE AND ADMINISTRATION

SALARY: \$137,600 - \$160,000

THE OPPORTUNITY

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[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)*

Role Overview

The Senior Director, Finance and Administration (FandA) is a critical member of EVA's Senior Leadership Team (SLT) and is expected to contribute to the creation and execution of EVA's vision, values, and strategy. This role is responsible for stewarding EVA's financial health, administrative systems, information technology, and organizational risk management. This position will serve as the privacy officer for the organization. Core areas of oversight include Finance, Accounting, Payroll, Risk, Administration, and IT systems.

The Sr. Director plays a pivotal role in ensuring that EVA's financial strategies, internal controls, IT infrastructure, and administrative systems are aligned with program delivery, equity commitments, compliance obligations, and funder expectations. By consolidating finance, administration, and IT into a unified function, the Sr. Director enables EVA to operate with transparency, efficiency, and sustainability.

This role works in close partnership with People and Culture (P&C), Programs and Services, Resource and Development, and Facilities and Safety (F&S) to ensure EVA's mission delivery is supported by strong fiscal stewardship, secure technology, and sustainable resource planning.

The Sr. Director, FandA has enterprise-wide impact through:

- Developing EVA's annual budget, multi-year forecasts, and cash flow strategies, ensuring surplus attainment and financial viability.
- Building EVA's centralized data and analytics hub, enabling timely, accurate insights and driving evidence-based decision-making.
- Ensuring robust compliance and risk frameworks that safeguard EVA's financial assets, systems, people, and reputation.

- Overseeing IT strategy, cybersecurity and Privacy, ensuring reliable, scalable, and secure technology systems that support EVA's growth and service delivery.

The Sr. Director also plays a critical role in talent development and engagement by mentoring Finance, Administration, and IT staff, while collaborating with the Sr. Director, P&C to build EVA's employee value proposition and position EVA as an employer of choice.

The position reports directly to the Executive Director (ED) and has a fiduciary responsibility to ensure the ED's vision and expectations are translated into enterprise-wide financial, administrative, and IT practices. As a strategic advisor to the ED, and Board of Directors, the Sr. Director ensures EVA is well-positioned for sustainable growth, operational excellence, and long-term impact.

RESPONSIBILITIES

The Sr. Director, Finance and Administration is expected, as a member of EVA's Senior Leadership Team, to:

- Exhibit exemplary leadership, integrity, and accountability, ensuring EVA's financial health, administrative excellence, and IT infrastructure are aligned to deliver maximum organizational impact.
- Develop, deliver, and continuously monitor EVA's budgets, forecasts, and long-term financial plans, ensuring that financial goals, surplus targets, and funder requirements are consistently met or exceeded.
- Proactively safeguard EVA's financial position by ensuring cash flow sufficiency, maintaining a minimum of three to six months of operating reserves, enforcing statutory and regulatory compliance, and delivering timely, transparent financial reporting to the ED, Board, and funders.
- Strengthen EVA's risk, compliance, and IT frameworks, ensuring robust internal controls, cybersecurity, insurance coverage, and data governance that protect EVA's assets, people, and reputation.
- Champion innovation and continuous improvement across Finance, Administration, and IT, implementing modern tools, automation, and data visualization to drive efficiency, accuracy, and insight-based decision-making.
- Serve as a strategic partner to the Executive Director, Board, and fellow Senior Directors, providing forward-looking analysis, scenario planning, and financial guidance that inform EVA's strategy, growth, and sustainability.
- Build and maintain strong partnerships across Programs and Services, People and Culture, Revenue Generation, and Facilities and Safety, ensuring seamless alignment between program delivery, organizational capacity, and financial sustainability.

- Develop and inspire EVA's Finance, IT, and Administration teams, cultivating a culture of accountability, transparency, equity, and innovation that positions EVA as an employer of choice and a sector leader in nonprofit financial stewardship.

Capabilities and Key Responsibilities

1. Leadership and Direction

- The Sr. Director, Finance and Administration must be capable of providing clear leadership and direction to all direct reports across Finance, IT, Administration, and Risk. To ensure EVA achieves organizational goals, the Sr. Director must be able to:
 - a. Provide specific, actionable expectations to managers and staff, translating strategy into execution.
 - b. Build consensus across teams and transfer operational accountabilities to secure results.
 - c. Follow up rigorously on all assigned actions, ensuring ownership and delivery of outcomes.
 - d. Provide constructive feedback, coaching, and professional development opportunities to build long-term capability within the Business Unit.
 - e. Create a high-performance culture that emphasizes accountability, collaboration, and excellence.

2. Communication and Influence

- The Sr. Director must be an effective communicator and organizational influencer, with the ability to:
 - a. Develop a clear understanding of expectations and assignments at all levels of the organization.
 - b. Ensure departmental and individual alignment with organizational objectives, ensuring ultimate ownership of outcomes.
 - c. Translate complex financial and IT data into accessible insights for non-financial leaders, the ED, and the Board.
 - d. Influence decisions across the organization through transparency, integrity, and evidence-based insights.

3. Financial Leadership and Stewardship

- The Sr. Director is EVA's chief financial steward, responsible for the long-term sustainability of the organization by ensuring that all financial processes and outputs are rigorous, transparent, and mission-aligned. This includes the ability to:
 - a. Lead all financial functions including accounting, reporting, audit, payroll, treasury, and cash management.
 - b. Develop and monitor EVA's annual budget, forecasts, and operating plan, ensuring surplus generation and financial stability.
 - c. Deliver timely, accurate, and compliant financial reporting to the Board, funders, regulators, and external stakeholders.

- d. Oversee preparation of audited financial statements, liaising with external auditors and the Board.
- e. Introduce innovative financial management practices (e.g., zero-based budgeting, scenario planning, predictive analytics) to drive efficiency and sustainability.

4. Risk and Compliance Oversight

- The Sr. Director ensures EVA is protected from financial, operational, technological, Privacy and reputational risks by:
 - a. Ensuring 100% compliance with statutory, audit, and funder requirements.
 - b. Developing and maintaining robust internal control systems, risk management frameworks, and insurance coverage.
 - c. Overseeing payroll, pension, and benefits administration in collaboration with People and Culture to ensure accuracy, equity, and compliance.
 - d. Implementing and monitoring cybersecurity policies and IT disaster recovery plans to protect organizational assets.

5. Administration and Operational Support

The Sr. Director oversees EVA's administrative backbone, ensuring seamless integration across all business units by:

- a. Providing financial expertise for funder proposals, grant renewals, and impact reporting.
- b. Overseeing contracts, insurance renewals, and administrative policy development.
- c. Partnering with Facilities and Safety to align space utilization, infrastructure, and financial obligations.
- d. Acting as the service backbone for all EVA units by providing reliable administrative and IT systems that enhance organizational performance.

6. Strategic and Board Partnership

The Sr. Director serves as a trusted advisor to the ED and Board by:

- a. Acting as a strategic partner in shaping EVA's long-term financial and operational sustainability.
- b. Delivering forward-looking analysis and scenario planning to anticipate risks and opportunities.
- c. Collaborating with Senior Directors to align financial and IT strategies with programmatic and organizational priorities.
- d. Building funder and partner confidence through transparent, credible, and timely reporting.

7. Technology and Analytics Leadership

The Sr. Director leads EVA's data-driven transformation by positioning Finance and IT as the central hub for organizational insights. This includes:

- a. Overseeing IT strategy, ensuring secure, scalable, and reliable systems that support service delivery and innovation.
- b. Driving adoption of financial and performance dashboards across EVA's leadership, ensuring real-time decision-making capability.

- c. Building analytics capacity that shifts EVA from reactive reporting to proactive forecasting and impact measurement.

8. Leadership and People Development

- The Sr. Director must model leadership excellence while investing in EVA's people by:
 - a. Leading, mentoring, and growing EVA's Finance, IT, and Administration teams.
 - b. Promoting financial and digital literacy across EVA's managers and leadership teams.
 - c. Building organizational capability in financial stewardship, and IT adoption.
 - d. Driving a culture of accountability, equity, transparency, and continuous improvement.
 - e. Positioning EVA as an employer of choice through high standards of fairness, development, and innovation.

Key Accountabilities

- **Enterprise Stewardship** – Consolidate and oversee all Finance, Administration, Payroll, Risk, and Information Technology (IT) functions into a unified platform that ensures consistency, accountability, and efficiency across EVA.
- **Financial Leadership** – Develop, deliver, and monitor EVA's budgets, forecasts, and long-term financial plans to ensure financial resilience and surplus generation for growth. Proactively manage cash flow, risk, and reserves to maintain a minimum of three to six months of operating capacity.
- **Technology and IT Oversight** – Lead EVA's IT strategy and Privacy ensuring secure, reliable, and scalable systems that support program delivery and administrative efficiency. Oversee cybersecurity, systems integration, and digital transformation.
- **Data, Insights and Visualization** – Build EVA's centralized data and analytics hub, integrating IT and Finance to produce actionable insights for the ED, SLT, Board, and funders. Drive adoption of dashboards and analytics tools across the organization.
- **Compliance and Risk Management** – Guarantee 100% compliance with regulatory, audit, statutory, IT security, and funder requirements. Maintain robust internal controls, risk frameworks, and cybersecurity protocols with zero material audit findings or data breaches.
- **Operational Alignment** – Build and track total unit cost models that integrate IT, Finance, and HR data to align EVA's footprint, workforce, and technology with demand, ensuring EVA operates on time, on budget, and with transparency.
- **Board and Funder Confidence** – Serve as the primary steward for EVA's Finance, IT, and Administration reporting to the Board and funders. Deliver accurate, timely, and transparent reporting while positioning EVA for renewals and growth.
- **Organizational Capacity Building** – Strengthen financial and digital literacy across EVA. Train leaders and staff in budget management, financial/data dashboards, and IT tools to improve decision-making and efficiency.

Key Metrics

Category	Weight
Health and Safety	10%
IDEAA	20%
Financial Stewardship	25%
Operations (Finance and IT)	20%
Client (Youth) Outcomes and Experience	10%
Employee Experience	10%
Program Innovation	5%

Key Meetings

- Weekly Finance and IT Systems Huddle
- Monthly Compliance, Risk and IT Security Review
- Bi-weekly Revenue Delivery and Reporting Sync
- Monthly Financial Stewardship Review
- Monthly Scorecard and Forecast Review
- Monthly Board Prep (Finance and Administration)
- Monthly People, Payroll and Benefits Health Meeting
- Monthly Partner/Funder Success Review
- Quarterly Audit and Risk Committee Review
- Quarterly Innovation Council
- Quarterly Strategy and Portfolio Review

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Commerce, Business Administration, or Economics.
- 10–15+ years of progressive financial management experience.
- 5–7 years in senior leadership roles (e.g., Director, VP, or Controller).
- Experience in non-profit or charitable organizations is often highly valued (particularly in dealing with restricted funds, fund accounting, CRA compliance, and donor/grant reporting).
- Proven track record managing budgets of \$10M+, multiple funding sources, and financial reporting to Boards and funders.
- Strong knowledge of Canadian accounting standards for not-for-profit organizations (ASNPO).
- Experience with grant management, fund accounting, and restricted contributions.
- Familiarity with CRA compliance and charitable reporting requirements.
- Proficiency with ERP systems (e.g., NetSuite).
- Risk management, internal controls, and audit preparation.

- Demonstrated ability to lead finance teams and mentor staff.
- Experience working with Boards of Directors, Finance and Audit Committees.
- Strategic planning, forecasting, and financial modeling.
- Strong communicator with ability to translate complex financial information for non-financial stakeholders.
- Capacity to align financial strategy with mission, vision, and organizational impact.
- Commitment to equity, diversity, and inclusion values.
- Knowledge of non-profit governance and funder relationships.
- Ability to collaborate across departments (development, programs, operations).
- Certificate in Toronto Shelter Standards (TSS) and First-Aid/CPR

APPLY

Submit a cover letter and resume in one PDF document by **September 23, 2025**, to **careers@evas.ca**. Be sure to indicate **2025-20 Senior Director, Finance and Administration** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

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Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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