

Director, Financial Reporting and Donor Services

Permanent Full-time

Make a Career out of Making a Difference

At United Way of Calgary and Area, your work has the power to change lives. Every day, we bring people, organizations, and communities together to tackle our city's most pressing challenges and create lasting social change. When you join our team, you become part of a passionate group of changemakers committed to building a stronger, more connected, and more equitable Calgary. We are seeking a **Director, Financial Reporting & Donor Services** who is ready to make an impact and help shape a better future for our community.

Reporting to the VP Finance, you will have overall responsibility for the development and implementation of external and internal financial reports along with the development and reporting of annual budgets and forecasts, ensuring that the information is complete, reliable, free of material errors, and reported in a timely manner. This role will also provide operational leadership and oversee the Donor Services team.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

What you will do

- Prepare, implement, execute and report on organizational budgets.
- Prepare, implement, and execute monthly, quarterly, and annual financial reports including comparing actual to budget information.
- Complete year-end and audit reports and various external reports including the organization's annual tax returns.
- Prepare quarterly and annual financial statements and notes to be presented to the Finance, Audit and Technology Committee.
- Engage with all departments to ensure financial reports are provided to support business operations in their information needs.
- Support departments in the tracking of revenue and costs on programs and grants.
- Provide leadership to the Donor Services team:
 - Ensure the overall effective and efficient operations and functions of the Donor Services team including donation processing, tax receipting, accounts receivable, and donor choice processes.
 - Provide clarity of direction, expectations, and outcomes along with alignment of activities across the entire team and whole organization.
 - Coach, develop, grow, and hold to account with a positive principled approach.
 - Effectively delegate and empower team members.
- Effectively support teams through change and apply effective change management approaches.
- Model United Way values and culture expectations; create a positive culture of innovation, continuous improvement, and creativity.
- Promotes and supports future oriented thinking.

What you will bring

Experience & Qualifications:

- Undergraduate degree in accounting with a Chartered Professional Accountant designation and evidence that professional development is current.
- Minimum 5 years' post Chartered Professional Accountant designation.
- Experience in non-profit/charitable accounting using both deferral and fund accounting considered an asset.
- Advanced knowledge of regulations governing charitable organizations and public foundations

Attributes for Success:

- Demonstrates the ability to effectively and efficiently analyze financial information and communicate results to both non-financial and financial individuals at all levels of the organization.
- Exceptional technical skills and the ability to develop financial reports and budgets.
- Ability to set challenging goals and achieve them with high performance.
- Ability to think critically and systematically, coping with disruptions, changing priorities, and demanding deadlines.
- Proven professional written and verbal communication, articulating ideas in a concise and effective manner that engages others, creates understanding and strengthens collaboration/relationships.
- Ability to build and maintain collaborative relationships with team members, other United Way groups, and outside related parties.
- An analytical thinker with strong problem-solving skills, using the opportunity to apply them in the decision-making process.
- Capable of being assertive while maintaining a collaborative approach.
- Savvy in information technology computer systems and software and having the ability to see and act on opportunities.
- Capable of developing and achieving long-term objectives in alignment with the strategic plan.
- An aptitude and willingness to work in an increasingly digital and shared environment.

Why Join United Way?

When you join United Way of Calgary and Area, you're joining a team that believes meaningful work and a positive employee experience go hand in hand. In addition to helping create lasting social change in our community, we offer:

- Competitive compensation
- Comprehensive benefits and time-off program
- Hybrid work environment
- Professional development opportunities
- A collaborative, inclusive, and purpose-driven culture

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is in Calgary and our team works in the office on Tuesday, Wednesday and Thursday. Our hybrid approach strengthens our culture of collaboration, innovation and learning while being flexible where possible.



Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, and abilities to apply. Accommodations are available throughout the recruitment process upon request.

To Apply

If you are inspired by helping people thrive while contributing to meaningful community impact, we'd love to hear from you.

Please submit your resume and cover letter to our partner search firm, PL Recruiting, at peter@plrecruiting.com.

Subject Line: Director, Financial Reporting – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.