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## Job Description

### Manager, Finance & Fund Development

**Roots Community Services Inc.** is a charitable, multi-service organization serving primarily the Region of Peel's Black, African & Caribbean communities. We are committed to strengthening and enhancing the quality of life of families and individuals, by providing culturally-sensitive programs, services and support.

#### Position Summary

The position of Manager, Finance & Fund Development, which reports to the Executive Director, is responsible for overseeing the organization's finance and fund development portfolios, ensuring timely reporting of the agency's monthly financial position and submission of reports to the Board of Directors and funders.

**Term of work:** Full time  
**Hours of work:** 35 hours a week  
**Compensation:** \$68,000 to \$73,000 annually plus benefits

#### Major Duties & Responsibilities

- Oversee financial management of RootsCS, including payroll, accounts payable, expense management and accurate financial record-keeping, ensuring adherence to financial policies
- Assist the Executive Director in summarizing data, information and trends; preparing budgets, and developing forecasts to ensure financial sustainability of the organization
- Ensure compliance with requirements to maintain our charitable status, including the annual audit and statutory filings
- Prepare financial reports with narratives for funders for the assigned grants, by reviewing the allocation of funds, and analyzing, investigating and explaining any variances to program budgets
- Respond to financial inquiries by gathering, analyzing, summarizing and interpreting data; applying financial principles and practices, and developing recommendations
- Assist the Executive Director in developing and implementing a fund development plan to increase revenues to support the strategic direction of RootsCS
- Make recommendations for both short-term and long-term strategies that will help ensure growth and sustainability of the organization
- Analyze results and trends to inform continuous program improvement and to generate insights included in reports to funders and other stakeholders
- Assist in the preparation of proposals, presentations and other communication materials to support the stewardship of current and prospective donors
- Articulate concise, evidence-based case for support to funders, customized to their philanthropic values and impact priorities
- Support the planning and execution of fundraising and donor stewardship events and activities
- Fulfill other relevant duties as assigned by the Executive Director

## Skills & Qualifications

- Bachelor's degree in accounting, business administration or a relevant designation
- An accounting designation is an asset.
- Minimum of three years' experience in financial management especially in the non-profit sector
- Highly skilled in analyzing budgets, financial statistics and accounting principles
- Strong knowledge of the Canadian not-for-profit and charitable sector, including statutory legislation, regulations and reporting requirements
- Ability to synthesize large quantities of complex data into actionable information
- In-depth understanding of financial trends both within the organization and social service sector
- Ability to guide and lead employees to ensure appropriate financial processes are being used
- Experience in developing financial reports with narratives based on funders requirements
- Proficient in QuickBooks, Microsoft 365 and Google Workplace
- Highly organized, able to prioritize work, innovative, and self-directed
- Excellent business judgement, analytical, and decision-making skills
- Strong interpersonal, communication and presentation skills
- Have a clean and recent Police Reference Check

Please forward your application with a cover letter by email to [careers@rootscs.org](mailto:careers@rootscs.org), with the subject line **Manager, Finance & Fund Development**. Please note that we will be reviewing applications as they are submitted until the position is filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.