



All funds raised stay in Manitoba.

CancerCare Manitoba Foundation (CCMF) is seeking an experienced and strategic Director of Finance & Administration (DFA) to lead the financial stewardship and administrative operations that enable life-saving research and patient support initiatives.

About the Role

Reporting to the CEO, the Director of Finance & Administration provides executive leadership over the Foundation's financial and administrative functions. This role is central to ensuring donor dollars are ethically managed, transparently reported, and strategically deployed to advance our mission.

The DFA oversees all financial operations—including budgeting, forecasting, investment oversight, audit coordination, grant compliance, and risk management—and leads administrative functions that support organizational effectiveness.

This is an opportunity for a collaborative, mission-aligned leader who thrives in a dynamic nonprofit environment and brings both strategic insight and hands-on capability.

Key Responsibilities

Financial Leadership

- Lead long-term financial planning, annual budgeting, and forecasting aligned with organizational priorities.
- Oversee monthly, quarterly, and annual financial reporting to senior leadership and the Board.
- Coordinate the annual external audit and maintain strong internal controls.
- Provide executive-level financial advice and actionable insights to the CEO and Board.

Grant, Fund & Investment Management

- Ensure accurate tracking and reporting of donor-restricted, endowed, and designated funds.
- Partner with the Finance Committee to oversee the investment portfolio, cash flow, and banking relationships.
- Maintain compliance with CRA reporting requirements and charitable accounting standards.

Risk & Compliance

- Develop and maintain policies that support accountability, financial integrity, and regulatory compliance.
- Identify and mitigate organizational and operational risks.

Operational & Administrative Oversight

- Oversee administrative functions including data management, IT, HR processes, privacy, and donor database systems.
- Foster strong collaboration with CancerCare Manitoba's Finance team and professional leadership.

Leadership & People Management

- Lead and develop the finance and administrative teams.
- Build a culture of integrity, collaboration, continuous improvement, and service excellence.
- Contribute as an active member of the Foundation's Leadership Team.

Key Skills & Qualifications

- Financial expertise, including nonprofit accounting, sophisticated fund accounting, and financial system management.
- Executive presence, with the ability to translate complex financial concepts for non-financial audiences (e.g., board members, scientific leaders).
- Credentialing: CPA strongly preferred; equivalent combination of education and progressive accounting experience will be considered.
- Experience: Progressive leadership experience in finance, ideally in nonprofit, foundation, healthcare, public sector, or other multi-fund environments.
- Strong understanding of internal controls, audit processes, and regulatory compliance requirements.
- Strategic thinker with a hands-on approach appropriate to a lean, high-impact organization.

Why Join Us

At CancerCare Manitoba Foundation, your work directly enables groundbreaking research, improved patient care, and meaningful support programs for Manitobans facing cancer. You will be part of a collaborative leadership team committed to mission, integrity, and thoughtful stewardship of donor support.

How to Apply

Interested candidates are invited to submit a cover letter and résumé outlining qualifications and interest in the role to psmith@cancercare.mb.ca. Note, only candidates selected for an interview will be contacted. Interested candidates should apply by EOD, Tuesday, April 7, 2026.