



# Director, Finance & Operations

August 2025

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## About Greenpeace Canada

Greenpeace Canada is an independently funded, non-profit organization dedicated to creating a greener, more peaceful world by challenging harmful systems that threaten people and the planet.

We drive change through advocacy, scientific research, clean alternatives, peaceful civil disobedience, and public engagement—funded solely by individual donors and creative partnerships, never corporations or governments. We recognize and support Indigenous sovereignty, the Land Back movement, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and are committed to respectful collaboration with Indigenous Peoples.

We value diversity, equity, and inclusion, seeking candidates with varied perspectives and lived experiences, and are encouraging applications from racialized and equity-seeking groups.

We welcome applicants who may not meet every listed requirement, recognizing that diverse pathways of knowledge and learning are valued and respected.

## The Role

<b>Job Title:</b>	Director of Finance & Operations
<b>Location:</b>	Remote - Within Canada
<b>Reports to:</b>	Executive Director
<b>Salary:</b>	GP Band 8 (CAD 117,327 – CAD 126,901), for four days a week



## Job Summary

**Are you an experienced finance professional looking for a new challenge? Are you passionate about working with people to protect our planet and create a green and peaceful future?**

Greenpeace Canada is seeking a strategic, globally minded, and inspiring senior leader able to steward Greenpeace's finances, IT and operations.

Bringing solid expertise, sound judgement, and curiosity, you will have proven abilities to successfully:

- Lead the Finance and Operations department to be a strategic partner for growth and innovation in programs and fundraising.
- Apply strategic financial analysis to our multi-channel fundraising programs.
- Oversee the operations in our three national offices (Vancouver, Toronto and Montreal).
- Work well with activists, managers, international counterparts, and board members across cultures, perspectives and time-zones.

## Responsibilities

The Director of Finance and Operations is responsible for providing strategic and operational leadership for Greenpeace Canada's financial health, ensuring strong stewardship of donor funds and alignment with our mission, values, and commitments to equity, diversity, inclusion, and reconciliation.

This role oversees the Finance, IT, and Office Administration functions (through direct reports) to ensure compliance with internal policies, legislative requirements, and best practices. As a key member of the senior leadership team, the Director provides critical financial insights, ensures budget (CA\$ 11 million) and forecast planning maintains fiscal transparency, manages risk, and supports long-term sustainability. The Director of Finance holds substantial fiduciary responsibility, with authority to approve signing cheques, significant financial transactions, contracts, and commitments that impact organizational financial sustainability.

## Management of the Department

- Develop and maintain a high-performing finance and operations department by providing effective and inspiring leadership and encouraging a culture of excellence, ambition and innovation.
- Determine priorities, assign and monitor responsibilities, and provide ongoing support to the Finance, IT, and Office Administration teams and their direct reports.



- Ensure the planning, responsible management, guidance, and forecasting of department budgets.
- Ensure the creation, implementation, and oversight of policies, procedures, and systems across Finance, IT, and Administration in compliance with legislation and GPC values.

## **Finance Team**

- Ensure responsible stewardship of supporter donations through the implementation of strong financial controls developed by GAAP.
- Ensure the accurate preparation and timely distribution of various internal and external financial reports;
- Provide financial analysis of organizational performance and various initiatives for senior management, the Board and GPI.
- Ensure adequate cash flow to meet GPC's ongoing cash needs and effective management of GPC's surplus funds following GPC's investment and reserves policies.
- Manage, coordinate, and provide leadership for GPC's budget planning processes, including the preparation of the annual operating budget, long-term capital budgets, and various financial plans, for senior management and approval by the Board.
- Monitor approved budgets and recommend and implement corrective measures for significant variances.
- Ensure effective cost containment by regularly analyzing major expenditure areas and implementing competitive tendering processes.
- Prepare for the annual audit and manage the audit process; present the audited financial statements to the Board for approval.

## **Information Technology Department**

- Ensure effective IT systems and services in response to organisational strategy and growth.
- Ensure the effective delivery of IT services, including hardware and software purchases, the timely and consistent performance of servers, operating systems and networks, on-going technical support and security.

## **Administration Department**

- Ensure the effective delivery of office services, including safety, security, space allocation, and office management, and provide the necessary equipment, furniture, and supplies to maintain up-to-date office spaces.
- Negotiate lease agreements for GPC-leased premises and maintain effective relationships with property owners; negotiate sublease agreements as required.
- Ensure that GPC has appropriate levels of property and general liability insurance.



## People and Culture Department (Advisory Role)

- Collaborate with the Director of People and Culture to align workforce planning and staffing levels with organizational strategy, growth priorities, and budget capacity.
- Provide input on staffing and working budget projections to support sustainable resource allocation and long-term financial planning.
- Offer financial insight into People and Culture initiatives, including compensation planning, benefits, and policy changes, ensuring alignment with GPC's collective agreement, financial framework and strategic goals.

## Leadership Team (Advisory Role)

- Serve on the Directors Council and Senior Leadership Team, contributing to strategic decision-making.
- Provide the Board with information to support governance and oversight.
- Participating in Greenpeace International and Greenpeace Education Fund (GCEF) led projects and initiatives.

## Candidate Profile

### Strategic Thinking

Ability to shape the strategic direction of Finance and Operations in alignment with GPC's environmental, social justice, and advocacy goals. Understands the unique financial and operational challenges faced by a mission-driven, donor-funded organization.

### Leadership, Management & Team-Building

Proven ability to lead, hold accountable, and motivate a multi-disciplinary team while fostering a culture of transparency, collaboration, and high performance. Skilled at building cohesive teams, promoting cross-departmental collaboration, breaking down silos, and ensuring alignment between operational functions and program priorities.

### Organization & Time Management

Adept at managing multiple complex priorities and deadlines, while maintaining focus on long-term strategic outcomes that advance GPC's mission.



## Judgment & Analytical Thinking

Exceptional capacity to anticipate risks, evaluate both quantitative and qualitative impacts, and implement mitigation strategies that protect GPC's financial sustainability and reputation.

## Communication Skills

Convey complex financial, operational, and strategic information in a clear, compelling manner to diverse audiences, including staff, Board members, donors, and external partners.

## Technical & Computer Skills

Proficient in digital savvy and advanced financial systems, databases, and productivity tools, with expertise in Excel, financial accounting software, and relational database management. Skilled in leveraging specialized financial information systems, preparing clear written documents and presentations, conducting online research, and managing email efficiently to support organizational effectiveness and transparency.

## Innovation & Knowledge Sharing

Champions continuous improvement by identifying and implementing innovative approaches, sharing expertise, and integrating best practices from the non-profit and environmental sectors.

## Commitment to Change

Deep commitment to advancing environmental protection, human rights, and social change; willing to adapt to evolving organizational needs and global environmental challenges.

## Knowledge Requirements

- **Accounting and Financial Management** – Recognized accounting designation (CPA or equivalent) with advanced knowledge of accounting principles, financial reporting, budgeting, forecasting, and financial analysis. Demonstrated ability to oversee the full cycle of financial management in a complex, multi-departmental organization.
- **Non-Profit and Charitable Compliance** – Strong understanding of corporate financial management in a Canadian non-profit context, including compliance with the Canada Not-for-Profit Corporations Act, CRA charitable regulations, and provincial requirements.
- **People and Culture Principles** – Familiarity with workforce planning, policy development, and labour relations in a unionized environment, with an understanding of employment legislation across Canadian jurisdictions.
- **Fundraising and Revenue Development** – Awareness of diverse fundraising strategies (including individual giving, major gifts, grants, and legacy giving) and their operational and financial implications in a donor-funded organization.



- **Risk and Internal Controls** – Knowledge of risk management practices, internal controls, procurement policies, and investment management strategies that safeguard assets and support sustainability.
- **Technology and Systems** – Understanding of financial, HR, and operational systems integration, with the ability to ensure effective system use for reporting, decision-making, and operational efficiency.
- **Change and Project Management** – Proficiency in leading change initiatives, implementing process improvements, and managing cross-departmental projects in a values-driven environment.
- **Organizational and Sector Knowledge** – In-depth knowledge of Greenpeace’s mission, values, and strategic priorities, as well as the broader environmental, social justice, and non-profit sector landscape in Canada and globally.

## Decision Making Requirements

The position reports to the Executive Director and is expected to lead the Finance & Operations department with considerable independence and initiative. The role also contributes to the creation and planning of organizational frameworks, Greenpeace Canada’s three-year strategic plan, and the organization’s financial recovery plan. Decisions made by the person in this position have direct and considerable impact on the overall effectiveness of GPC programs and initiatives, GPC’s financial stability, and GPC’s ability to grow.

## Working Conditions

- **All applicants must be legally entitled to work in Canada**
- Comfortable working in a remote setting within Canada, with the ability to collaborate effectively across multiple international locations.
- May require extended and irregular hours at times to meet organizational needs.
- Includes limited domestic and international travel.
- **Physical Effort Requirements** – Standard remote office work involving extended periods of computer use, requiring sustained attention to detail and the ability to focus on reviewing financial, operational, and technical information accurately.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.



The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-0825-GreenpeaceCanada or Pat-Jones-CoverLetter-0825-GreenpeaceCanada.

## Timeline

**Closing Date:** 15<sup>th</sup> September 2025

Note that CVs are reviewed on an on-going basis, we encourage candidates to apply as early as possible.

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise to apply ASAP as we are working on a rolling basis. Candidates can add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of Greenpeace Canada's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [acschaubjones@oxfordhr.com](mailto:acschaubjones@oxfordhr.com) in the first instance.

## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.



Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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