



JOB POSTING – Finance and Business Operations Manager

Organization:	Right To Play International
Department/Division:	Canada National Office
Work Location:	Toronto, Canada
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department. Possibility of remote-working pending management approval.
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship or work permit)
Target Hiring Range:	CAD 75,000 – 78,000 per annum (before taxes)
Target Start Date:	Immediate
Contract Duration:	Full-time / Permanent
Application Closing Date:	March 23, 2023 23:59 EDT

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com

ROLE SUMMARY:

The Finance and Business Operations Manager will play an important role in the development of our Canada National Office (CNO)'s financial and administrative processes and oversee the successful implementation and ongoing improvement of these business processes. This includes overseeing timely and accurate recording of donations and constituent records in the Customer Relationship Management (CRM) system, tracking budget and financial data, and coordinating day-to-day business operations. You will work collaboratively and consultatively across the office to develop and coordinate internal processes and best practices that provide internal support to the fundraising teams.

Reporting to the National Director, Canada, you will lead and mentor our Finance and Operations Coordinator.

WHAT YOU'LL DO:

#1: Financial Management (25% of Time):

- Manages CNO's financial and information systems; develops and implements controls over these systems
 - Manages and reports on the fundraising forecast; performs variance and trend analysis on key revenue sources
 - In conjunction with the National Director, develops the annual budget and ensures the appropriateness of assumptions
 - Tracks expenses against budget; investigates variances and suggests strategies for controlling costs
 - Works with the CNO's Event & Sponsorship Manager to develop and manage fundraising event budgets
 - Oversees the recording of all donations in Customer Relationship Management database (CRM) in a timely and accurate manner
 - Works in conjunction with the National Director to oversee payment of all expenditures flowing through the CNO
 - Works with the Right To Play (RTP) HQ Finance team on the development of tax receipting guidelines and financial best practices; works alongside this team on the implementation of financial strategies and protocols in the CNO
 - Along with the Finance and Business Operations Coordinator, works with RTP HQ Finance Team to ensure revenue reconciliation between MCRM and Business Central
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#2: Database Management (30% of Time):

- Oversees the use of RTP's CRM (Microsoft CRM) as a donor management tool; trains and supports CNO teams in the proper use of the system
- Develops and maintains reports and purpose-specific database queries as required
- Works with the Global Philanthropy team and the IT Systems and Solutions team to develop best practices for CRM use within the CNO
- Serves as a key member of the CNO events team for all digital fundraising strategies to ensure systems design, business operations, e-commerce, accurate communications and reporting and full integration



post event to CRM

- Maintains the overall quality and integrity of the CRM database, including working with IT and CNO Fundraising staff to troubleshoot problems and staying current with updates to the system.
- Produces lists, queries and reports from CRM for fundraising initiatives

#3: Operations Management (25% of Time):

- Develops processes for the efficient execution of the office's administrative functions and responsible for all aspects of operations and finance for the team
- Serves as the business operations lead for signature CNO events working with the Events and Sponsorship lead to manage the budget, as well as to liaise with donors for payment and receipting
- Trains CNO employees on RTP's expense reporting systems
- Works with HQ People and Culture team to create and maintain a clear on and off boarding process for the CNO
- Creates and documents business procedures and policies for the team

#4: Reporting (15% of Time):

- Provides timely and accurate monthly management reports to management and RTP International
- Creation of report suite that cover all aspects of the health of the CNO (i.e. Revenue, expenses and activity to support fundraising efforts)
- With the assistance of the Finance and Business Operations Coordinator provides CNO team with weekly, monthly and quarterly reporting.

#5: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Post-secondary diploma or undergraduate degree in Accounting, Business or Finance; or equivalent combination of education and work experience

EXPERIENCE:

- 3 years of experience in business operations including budget analysis
- Experience using database systems such as Microsoft CRM, Salesforce, Raiser's Edge or other relational database

COMPETENCIES/PERSONAL ATTRIBUTES:

- Adaptable with the aptitude to work well under pressure, and manage multiple competing and/or changing priorities
- A team player who is collaborative and innovative





- Excellent organizational skills; systematic in follow-through of tasks; diligent, with strong attention to detail
- Results-oriented with a willingness to learn and take initiative
- Demonstrates professionalism and integrity, with strong judgement skills and ability to exercise discretion and maintain confidentiality of sensitive information

KNOWLEDGE/SKILLS:

- Knowledge of financial operations and related processes in a fundraising environment (including procedures and standards relating to tax receipting)
- Extensive experience of working with Microsoft Office applications, including advanced Excel
- Experience working with accounting software such as Dynamics 365

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Fluency in spoken and written French
- Experience and working knowledge of relational databases and comfortable working with large data sets
- Experience with data visualization software such as Power BI or Tableau
- Affinity for the mission and mandate of Right To Play

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. Group RRSP Plan, gym membership)
- Flexible work arrangements (e.g. work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events



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HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/115859-finance-and-business-operations-manager/451674-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

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