



Wing Kei  
Care Centres



# Opportunity Profile

DIRECTOR OF FINANCE AND  
CORPORATE SERVICES

---

NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Wing Kei Care Centres is looking for a people-centred leader with financial and business acumen to join their team as Director of Finance and Corporate Services.

As a senior leader, you model Wing Kei's values and support their strong organizational culture. Day-to-day, you are expected to demonstrate strategic focus, collaboration, and resourcefulness. You will implement and maintain policies, protocols, and processes that align your team's work to Wing Kei's mission and strategic priorities. As well, you will support the CEO in working with the Wing Kei Board of Directors.

Equipped with your finance background and business experience, Wing Kei offers the opportunity for you to further your career in leading risk management and human resources functions. This role will appeal to someone who is energetic, quick to pivot between a diverse scope, and is supportive of the growing organization's mission despite the inevitable challenges.

When you work at Wing Kei, your passions and talents come together to meet a great need in caring for the children and the elderly. As Director of Finance and Corporate Services, you will inspire and lead a dedicated and committed team of professionals who are essential to Wing Kei's unique corporate culture. As a servant leader, you will work with internal stakeholders and external partners to ensure alignment with Wing Kei's core values and strategy.



# DOES THIS SOUND LIKE YOU?

If you are a CPA-designated executive leader with a skillset in finance and corporate services, team building, and a passion that aligns with the mission of Wing Kei, we would love to hear from you!

## DOES THIS SOUND LIKE YOU?

- You are a people-centric servant leader, financially astute, and data savvy.
- You are a servant leader who builds required systems and ways of working and unifies a team to perform excellently.
- You are a creative problem solver.
- You are a collaborative and great communicator.
- You are energized and not daunted to lead a multi-faceted team.
- You have led a team of different professionals such as finance, HR, and administration.
- You thrive in a changing environment and growing organization.
- You are excited to work within a culture of people who care deeply.
- You are curious, quick to learn, and motivated even if unfamiliar with an issue at hand.



# WHO WE ARE

Wing Kei is an innovative, resourceful provider of culturally-appropriate seniors care in Calgary. We are proud of the care we provide. We are among the top in the province for health quality indicators and have received exemplary standing from Accreditation Canada, most recently scoring 100% in our accreditation assessment. Our employees drive our success. In our last employee survey, over 95% of respondents indicated that they are satisfied working at Wing Kei.

Since opening in 2005, we have flourished with the loyal support of a like-minded community of government officials, funders, partners, and donors. Our high-in-demand services include long term care, supportive living, and an adult day program. We credit our staff and volunteers for compassionate and individualized support for seniors through health and living care, and most recently, for children and their families through our Montessori School (established September 2020). We continue to evolve and improve our services, shaping them to meet ever-growing demands in our community.

We are a Christian, not-for-profit charitable organization that exists to create nurturing programs and services where seniors and children in our care can find social connection, emotional fulfilment, independence, and safety. We extend this same care to employees, encouraging them to thrive personally and professionally.



---

## OUR VISION

To preserve and improve the quality of life for seniors with Christian love.

---

## OUR MISSION

To provide extended care services and facilities to meet the physical, spiritual, social, and emotional needs of seniors in a Christian environment.

---

## CORE VALUES

- Fairness
- Integrity
- Respect
- Service
- Teamwork

# KEY RESPONSIBILITIES

- **Strategy and Mission Facilitation:** Evaluate priorities and make decisions based on the strategic plans and organizational mission, engage stakeholders, and work closely with the CEO to build strong, cohesive, and reciprocal partnerships with the government, community leaders, service providers, and donors.
- **Financial Management and Reporting:** Lead all strategies, plans, and operations related to stewardship of financial resources, and maintain ongoing alertness to any relevant standards or external budget changes that may impact Wing Kei operations. This includes developing, implementing, and evaluating financial plans, financial systems, and staffing strategies, establishing and improving related policies and practices, and meeting all compliance and audit requirements for all functions under your leadership. Timely reporting to the CEO and board, conducting financial analysis or projections related to operations and expansion plans, and donor accounting are all priorities.
- **Legal and Risk Management:** Ensure organizational risk is minimized, including proactively managing legislative and accreditation compliance, financial viability, organizational reputation, workplace safety, and business continuity.





- **Human Capital Management:** This position is responsible for the operations and effectiveness of HR services and programs in partnership with all divisions. You will spearhead strategic attraction and retention programs, including competitive compensation strategies. You will lead HR team members to deliver service consistently with confidentiality, respect, and professionalism. With sound business acumen, you understand how staff play a key role in the delivery of programs and services, and you will partner with all leaders to uphold the organization's values in all aspects of people management. You will collaborate with other departments and divisions to ensure compliance, safety, and wellness in the workplace. You will provide strategic and tactical perspectives on decisions and changes in terms of impact on people.
- **Organizational Effectiveness:** Model effective self and team management, lead and provide expertise in your scope of responsibilities, champion collaboration and strategic alignment in teams, and anticipate market impacts and plan ahead for contingencies.

# QUALIFICATIONS

- Aligned with Wing Kei's Vision, Mission and Core Values.
- CPA designation, required.
- MBA, preferred.
- Minimum of 7 years' progressive leadership experience, demonstrating growth through the increasing complexity and strategic focus of scope.
- Leadership experience in finance and risk management, required.
- Hands-on experience managing finance, payroll, and/or human resources in a growing organization, preferred.
- Able to stay organized and positive through the challenges of managing a multi-functional team.
- Reliable, self-motivated, and proactive in a fast-paced workplace.
- Flexible with work schedule if in-person support at events is required.
- Can communicate well with an engaging presentation style.
- Can manage the development of and changes to HR policies, practices, and procedures; providing expertise and resources related to legislative compliance and impact on operations.

# QUALIFICATIONS CONTINUED

- Within the not-for-profit context, is passionate about connecting donors and partners with a worthwhile mission in the community.
- Exhibits consistent problem solving abilities, with a track record in resourcefulness and stewardship.
- Demonstrates sound judgment, and consistently behaves in a professional manner.
- Works well with interdisciplinary teams.
- Knowledge of the Chinese culture, an asset.

# SEARCH PROCESS

## OUR SEARCH TEAM



[mark@nelsonandkraft.com](mailto:mark@nelsonandkraft.com)  
778.982.4427

### **MARK KRAFT** LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



[jeff@nelsonandkraft.com](mailto:jeff@nelsonandkraft.com)  
647.409.2922

### **JEFF PITCHFORD** SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

# SEARCH PROCESS

## OUR SEARCH TEAM CONT.



[keith@nelsonandkraft.com](mailto:keith@nelsonandkraft.com)  
519.831.5765

### **KEITH KNIGHT**

SUPPORTING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 business and professional leaders, including about 80 Christian non-profits.



[ryan@nelsonandkraft.com](mailto:ryan@nelsonandkraft.com)  
416.278.9166

### **RYAN FERNANDES**

SUPPORTING THE SEARCH

Ryan brings over 15 years of progressive financial, people and global leadership experience across a broad spectrum of Fortune 500, private equity and private businesses ranging from CPG, automotive, food and beverage, and supplements. Having been both a candidate and a hiring manager with several executive recruiters, Ryan has the perspective to help a client clearly articulate their needs and wants as well as identifying a candidate who will excel in the role.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Location:** Calgary, AB

**Application Deadline:** March 24, 2023

**Short List Interviews:** April 2023

**Start Date:** Spring 2023

## HOW TO APPLY

**Please forward a PDF of your resume and cover letter to [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com).**

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.