

Chief Financial and Information Officer

Autism Ontario is dedicated to increasing public awareness around Autism and the daily challenges faced by individuals on the autism spectrum, their families and the professionals with whom they interact. A provincial leader in this sector, Autism Ontario is the leading source of information and referrals on autism. Parents, professionals and autistic self-advocates make up the backbone of our organizations that includes a volunteer network of chapters within regions across Ontario. Our mission is to create a supportive and inclusive Ontario for autism and we value collaboration, respect, accountability and being evidence informed.

Job Title: Chief Financial and Information Officer

Location: Autism Ontario Provincial Office (1179 King St. West, Toronto)

Hours of Work: 37.5 hours (1.0 FTE)

Annual Salary: Approximately \$120,000 (based on qualifications)

Under the guidance of Margaret Spoelstra (Executive Director) Autism Ontario is implementing a larger role that would increase the day-to-day responsibilities of the role beyond the financial responsibilities that guide the current position.

This senior leadership opportunity will allow the successful proponent to embed themselves within the leadership team of Autism Ontario, with the potential to make an immediate impact on the financial health and goals of the organization. The Chief Financial and Information Officer (CFIO) will use their knowledge of the sector, financial expertise and leadership to improve the financial health and deliverables of the organization, while representing Autism Ontario's Vision and Mission, knowledgably and confidently in community settings.

The changing landscape of autism research, program supports and funding in Ontario makes this a particularly sensitive time for a new leader to step into this role. Autism Ontario needs the successful proponent to be able to step into the role and responsibilities quickly and assuredly. The new CFIO will benefit from an in-depth understanding of the charitable sector. Established relationships within the social services community, policy makers and funders would be a valuable asset. Experience in large project management transformations will be a vital component of this position.

The Chief Financial and Information Officer will have broad responsibilities within the leadership team of Autism Ontario. As an accomplished leader of people, the CFIO will support a vision and strategy for Autism Ontario. As the key liaison and financial professional advisor to the Board, Management and related committees this individual will be confident in their work, knowledge of the sector and ability to build relationships. The Executive Director of Autism Ontario will be relying on the successful proponent to address issues and concerns both at the organizational and government level with confidence and sensitivity.

Key Responsibilities:

- Commitment to engaging, training and empowering diverse staff, while maintaining a solution-oriented perspective are vital strengths. With Autism Ontario growing and while simultaneously and proactively navigating increasingly complex funding and key partner relationships, this leader will need to identify the skills required from their team and be prepared to train/address current state gaps to build financial stability into the organization's continued growth.
- Due to the sensitivities involved between advocating for services, funding requests, and working directly with people on the autism spectrum (including the families/support), they will need to be compassionate, understanding and an effective communicator with a diverse audience.
- As the organization grows the way in which we communicate our progress, ideas and expectations will change as well requiring an agile leader who knows one size fits-all approaches will not work in community settings.
- Overseeing the evolving day-to-day operations of the Organization and ensuring sound financial management, budgetary analysis and reporting.
- Collaborating on the timely development and implementation of the effective use of information technology to efficiently support the business processes, fundraising, client relationship management (CRM), event support and grant management systems.
- Responsible for the overall financial management of Autism Ontario including audit, compliance and internal controls.
- Effectively leading risk management at the executive level.

Qualifications:

The ideal candidate would hold a Bachelor's degree in Commerce, Accounting, Management Information Systems, or a related discipline. An MBA would be an asset. A professional accounting designation (CPA) is required.

The ideal candidate would possess a minimum of 5 years of post-designated experience, including at the senior leadership level, preferably within the public/non-profit sector.

We thank you for your consideration and invite further communication should this important and transformative position be of interest to you. To apply, or for more information please contact Barnes Management Group at:

recruitment@barnesmanagementgroup.com by November 15th 2021.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.