

Vice President, Finance & Operations

THE OPPORTUNITY

We are seeking a **Vice President, Finance & Operations** to provide strategic leadership, financial stewardship and operational oversight to support the Foundation's mission and long-term sustainability.

Waterloo Regional Health Network Foundation (WRHNF) is in the midst of planning for a multi-year capital campaign, designed to support major infrastructure, equipment, education, innovation and program investments for Waterloo Regional Health Network (WRHN). We have several exciting future capital projects on the horizon, including a new acute care hospital, modernization of two existing hospital sites. As a result, our activity and teams are ramping up significantly.

Leading the Foundation's Finance & Operations portfolio, the Vice President will provide executive oversight for financial management, investment governance, people operations, technology and information systems, data and business intelligence and corporate services. The role will ensure that the Foundation has the financial strength, organizational capacity and operational infrastructure necessary to support strategic priorities, annual fundraising growth, and future comprehensive campaign initiatives.

Reporting to the WRHNF Chief Executive Officer, the Vice President, Finance & Operations will be a member of the Senior Leadership Team. Working collaboratively with WRHNF CEO, Board of Directors, Senior Leadership Team, Waterloo Regional Health Network Leadership and Finance team and external partners, the Vice President will provide strategic advice and leadership to ensure sound governance, effective resource stewardship and continuous organizational improvement.

This role is located at the WRHN Foundation office (235 The Boardwalk, Suite 300, Kitchener, Ontario). We operate under a hybrid work model, with senior leaders maintaining a regular yet flexible office presence.

The target hiring range for this role is \$170,000 – \$185,000 plus a comprehensive range of benefits, and participation in the HOOPP pension plan.



WATERLOO REGIONAL HEALTH NETWORK FOUNDATION

In April 2025, the two hospitals in Waterloo Region, Grand River Hospital and St. Mary's General Hospital, merged to become the Waterloo Regional Health Network (WRHN). The merger formally brought the hospitals together after 90 years of partnership, shared leadership and care delivery. Following in the footsteps of its hospital partner, in May 2025, the respective hospital foundations amalgamated to create the Waterloo Regional Health Network Foundation (WRHN Foundation).

We're Waterloo Regional Health Network (WRHN, pronounced "wren") Foundation, the charitable partner of Waterloo Regional Health Network (WRHN).

The amalgamation of the legacy foundations brings together a dynamic team focused on supporting the priority needs of Waterloo Regional Health Network (WRHN), including several exciting future capital projects:

- Building a new acute care hospital at the University of Waterloo site, with Stage 1A (clinical services) opening in 2032 and Stage 1B (acute hospital) in 2035,
- Modernizing the existing Midtown (Kitchener-Waterloo) and Chicopee (Freeport) sites,
- Operating the Queen's Blvd (St. Mary's) site as an acute hospital until the new acute hospital is complete.

Coming together as one Foundation also means greater capacity to raise more funds for a 20-year redevelopment plan, essential medical equipment and programs supporting 1.4 Ontarians – 10% of Ontario), along with potential for collaborations with the University of Waterloo and partnerships with the tech sector. As a single hospital Foundation, it is now easier for donors, partners and community members to contribute to broader needs and integrated care programs at our hospital network, leading to even greater health impact in the region.

Last fiscal year, the legacy foundations raised \$31.6M combined toward essential medical equipment and programs across Kitchener-Waterloo. Our goal is to significantly grow this annual revenue over the next decade and launch a significant capital campaign.

ABOUT OUR HOSPITAL NETWORK

The Waterloo Regional Health Network (WRHN) operates three hospital sites and services, including:

- WRHN @ Midtown
- WRHN @ Queen's Blvd
- WRHN @ Chicopee

WRHN is redefining healthcare in Waterloo Wellington and beyond. By uniting expertise and resources with regional hospitals and local Ontario Health Teams, WRHN is creating a seamless system focused on innovation, accessibility, and compassionate care. WRHN is committed to delivering exceptional support and trusted care for every individual and family in the community.



WRHN serves the Region of Waterloo and surrounding areas, with a combined catchment of 1.4 million people, or 10% of the Province of Ontario. Over the last 5 years the population to be served by WRHN has grown by 10.9%, nearly double the rate of growth of Ontario. Over the next 10 years the population is expected to grow by 18.1%, 70% more than the forecasted growth of the province – 2 million people.

In addition to the services of a large multi-site hospital with multiple community and regional sites, WRHN will provide the current regional programs in cardiac care, lungs, cancer, eyes, breast screening, renal services, and stroke care.

WRHN continues to strengthen its partnerships with universities, community colleges, community partners and innovation partners. WRHN serves as a teaching site for the McMaster University's Waterloo Regional Campus. WRHN hosts an integrated research and ethics committee, which bolsters collaborative research efforts. Existing partnerships provide a robust foundation for further integration, enhancing WRHN's capacity to collaborate with educational institutions and community partners.

VISION FOR HEALTHCARE IN WATERLOO REGION

WRHN's vision is a Waterloo Region where everyone has access to the highest quality of care, technology and hospital infrastructure needed to be healthy—now and in the future.

Waterloo Region is one of the fastest-growing urban areas in Canada. To meet the healthcare needs of the community, WRHN plans to significantly renovate and redevelop its hospital infrastructure and build a new acute care hospital.

The construction of the new acute hospital, redevelopment and expansion of the continuing care site and renovations and repurposing of the Kitchener mid-town site in a 2 decade-long initiative. In total this project cost is estimated at over \$10 billion.

Through building a new hospital, WRHN will create opportunities for strengthened research, education, innovation and technology in health. It will design facilities for future generations of health care workers and researchers right here in Kitchener-Waterloo.

New Hospital Process

In the 2025 Provincial Budget, WRHN was awarded an additional \$10 million planning grant from the Ministry of Health to continue advancing the new hospital development and modernization of care in Waterloo Region. This funding builds on the initial \$5 million grant provided in 2022 and reflects the growing provincial recognition of the region's urgent healthcare needs. WRHN completed and submitted in 2025 its Stage 1.3 Functional Program to the Ministry, a major planning milestone supported by letters of endorsement from all seven municipalities and the Region of Waterloo – demonstrating the strong and unified community support for this transformative project.

WRHN Foundation Commitment to New Hospital Project

In June 2025, the WRHN Foundation board committed to support the new hospital build. This is an exciting time for the Kitchener-Waterloo community and for the WRHN Foundation to support generations of healthcare to come.



ADDITIONAL INFORMATION

- [Waterloo Regional Health Network Foundation](#)
- [WRHN Foundation Impact 2024/2025](#)
- [WRHN Annual Report 2025/2026](#)
- [Waterloo Regional Health Network](#)
- [Building the Future of Care Together](#)
- [Future of Care News](#)
- [Video: Pharmacy - Medication Distribution Upgrade](#)
- [Video: Linac Upgrade and Expansion](#)
- [Videos: Inside WRHN series](#)

KEY DUTIES & RESPONSIBILITIES

Senior Leadership

As a member of the Senior Leadership Team, the Vice President:

- Contributes to the development, implementation and evaluation of the Foundation's strategic plan and annual operating priorities.
- Partners with the CEO to establish organizational priorities, allocate resources and achieve strategic objectives.
- Provides strategic advice to WRHNF CEO, Board of Directors and Board Committees on financial, operational, governance and organizational matters.
- Leads cross-functional initiatives that strengthen organizational performance, collaboration and operational effectiveness.
- Represents the Foundation with hospital leadership, donors, professional advisors and community partners as appropriate.
- Promotes a culture of accountability, collaboration, innovation, service excellence and continuous improvement.

Financial Leadership & Stewardship

Provides executive leadership and accountability for all financial functions of WRHNF, including:

- Development of the annual operating and capital budgets and multi-year financial plans.
- Financial forecasting, modelling and long-term sustainability planning.
- Preparation and oversight of monthly, quarterly and annual financial reporting.
- Preparation of the Foundation's audited financial statements and management discussion materials.
- Treasury management, banking relationships and cash flow management.
- Oversight of accounts payable, accounts receivable, payroll and general accounting operations.
- Development and maintenance of financial policies, procedures and internal controls.
- Oversight of external audit activities and implementation of audit recommendations.
- Compliance with Accounting Standards for Not-for-Profit Organizations, Canada Revenue Agency requirements and all statutory reporting obligations.
- Financial analysis and decision support for organizational initiatives and capital projects.

Investment Management & Financial Sustainability

Provides strategic oversight of the Foundation's investment portfolio by:

- Supporting the Investment Committee and Board of Directors.
- Monitoring investment managers and investment performance.
- Leading development and implementation of investment policies and spending policies.
- Monitoring liquidity requirements and long-term financial sustainability.
- Providing investment reporting and recommendations to Executive Leadership and the Board.



Governance, Risk & Corporate Services

Leads the Foundation's governance and corporate services framework by:

- Supporting the Board of Directors and Board Committees.
- Ensuring strong internal controls and organizational accountability.
- Developing and maintaining corporate policies and governance practices.
- Providing oversight of enterprise risk management.
- Ensuring compliance with applicable legislation, regulatory requirements and charitable sector best practices and compliance.
- Providing oversight of procurement, insurance, legal agreements and corporate records.

Technology, Data & Business Intelligence

Provides strategic leadership for the Foundation's technology and information systems by:

- Developing technology strategies that support organizational priorities.
- Providing executive oversight of financial systems, donor systems and enterprise applications.
- Ensuring effective data governance and information management practices.
- Supporting business intelligence, organizational reporting and performance measurement.
- Promoting automation and continuous improvement through technology.
- Evaluating emerging technologies, including artificial intelligence, to improve organizational effectiveness while ensuring responsible governance and privacy.
- Supporting cybersecurity and information security initiatives.

People & Culture

Provides executive leadership for the Foundation's people strategies by:

- Leading Human Resources strategy in partnership with organizational leaders.
- Supporting recruitment, workforce planning and succession planning.
- Overseeing payroll governance, compensation administration and employee benefits.
- Supporting leadership development and employee engagement.
- Overseeing performance management programs and organizational development initiatives.
- Ensuring compliance with employment legislation and organizational policies.
- Promoting a positive, inclusive and high-performing workplace culture.

Fundraising Operations & Donor Services

Provides executive oversight of operational services supporting philanthropy by:

- Ensuring effective gift processing, receipting and donor financial stewardship.
- Supporting fundraising teams through strong financial planning and operational partnership.
- Overseeing fundraising operations, donor database administration and related operational systems.
- Ensuring compliance with CRA receipting regulations and donor restrictions.
- Supporting operational planning for annual fundraising initiatives and future campaign activities.
- Identifying opportunities to improve operational efficiency and donor experience.

Organizational Performance & Continuous Improvement

Leads initiatives that strengthen organizational capacity by:

- Identifying opportunities to improve organizational effectiveness and operational efficiency.
- Leading business transformation and organizational change initiatives.
- Developing organizational performance measures and dashboards.



- Supporting strategic planning through financial and operational analysis.
- Leading implementation of new technologies, business processes and organizational practices.
- Promoting a culture of continuous improvement and evidence-informed decision making.

Leadership Responsibilities & Relationships

The Vice President, Finance & Operations provides leadership, direction and support to the Finance & Operations Division by:

- Building, leading and developing high-performing teams.
- Establishing clear priorities and performance expectations.
- Coaching and mentoring leaders and staff.
- Supporting succession planning and professional development.
- Promoting collaboration across departments.
- Managing departmental budgets and resources.
- Fostering a culture aligned with the Foundation's mission, vision and values.

Direct Reports:

- Director and Manager level leaders responsible for:
 - Finance
 - People Operations
 - Finance Operations & Data Platform
 - other assigned corporate services functions

Internal Relationships

- WRHNF CEO
- Senior Leadership Team
- Board of Directors
- Finance, Audit and Investment Committee
- Foundation staff
- Waterloo Regional Health Network leadership and operational partners

External Relationships

- External auditors
- Investment managers and custodians
- Financial institutions
- Legal counsel
- Canada Revenue Agency
- Technology vendors
- Professional advisors
- Government agencies
- Consultants
- Community partners



EXPERIENCE, QUALIFICATIONS & COMPETENCIES

Required Education

- Chartered Professional Accountant (CPA) designation in good standing.
- University degree in Accounting, Commerce, Business Administration or related discipline.
- MBA or other graduate degree would be considered an asset.

Experience

- Minimum 10 years of progressive leadership experience in finance and corporate services, including experience at a senior leadership or executive level.
- Experience within the charitable, healthcare, public sector or broader not-for-profit environment is preferred.
- Demonstrated experience supporting Boards and Board Committees.
- Experience leading financial planning, governance, investment oversight and organizational strategy.
- Experience leading organizational transformation, technology modernization and continuous improvement initiatives.
- Experience leading multidisciplinary teams across finance, operations and corporate services.

Knowledge, Skills & Competencies

- Strategic leadership and organizational planning
- Financial management and business acumen
- Governance, risk management and regulatory compliance
- Investment oversight and treasury management
- Human resources and organizational development
- Technology, data governance and business intelligence
- Change management and continuous improvement
- Strong analytical and problem-solving skills
- Excellent communication and presentation skills
- Relationship building and collaboration
- Executive presence and sound judgment
- Political acuity and diplomacy
- High ethical standards and integrity
- Commitment to service excellence and innovation

Additional Requirements

- We operate under a hybrid work model, with senior leaders maintaining a regular yet flexible office presence. Willingness to work flexible hours is required, including occasional evenings/weekends for board or committee meetings, and Foundation events.
- Valid driver's license and access to reliable transportation.
- Police background and financial checks will be required for the successful candidate.
- Commitment to the mission, vision, and values of the WRHN Foundation and dedication to improving local healthcare.



APPLICATION PROCESS

KCI Search + Talent has been retained to conduct this search on behalf of Waterloo Regional Health Network Foundation. For more information about this unique and exciting leadership opportunity, please contact Tara George at KCI Search + Talent by email at WRHNF@kcitalent.com.

To view the full Executive Brief, please visit www.kcitalent.com

Application process: Interested candidates should send resume and letter of interest to the email address listed above by **September 17, 2026**.

- **Status of role:** The current incumbent is retiring effective August 31, 2026.
- **Use of Artificial Intelligence:** AI will not be utilized during this search process.
- **Confidentiality:** All inquiries and applications will be held in strict confidence.

The Foundation is committed to fair and equitable employment practices during the recruitment and selection phases of this search. We strongly believe in inclusion and diversity within our organization and welcome all applicants including but not limited to those from racialized communities, all religions and ethnicities, persons with disabilities, LGBTQ2S+ persons, Indigenous people, and all others who may contribute to the further diversification of our Hospital and Foundation communities.

- **Accommodations:** Candidates who require accommodations during the search process are asked to please notify the Search Consultant.

