



Director of Finance and Administration

Full-time, permanent position

The One Drop Foundation doesn't just offer you a job; we invite you to be part of something extraordinary. We're looking for people who are not only motivated by their career aspirations, but also passionate about making a significant impact on the world.

Are you looking to join a foundation renowned for its mission and global impact? Welcome to the One Drop Foundation!

The One Drop Foundation is looking for a Director of Finance and Administration. Reporting to the Co-CEOs, they will be responsible for developing and implementing strategic directions related to finance and administration, including legal affairs, information technology, material resources, and financial risk management. They will work closely with other members of the executive team, the finance and investment committees, as well as the board of directors, to maximize financial performance and optimize the organization's effectiveness in pursuing its goals, strategies, and operational plans.

Why choose us?

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—ONE DROP is an organization that works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

Main responsibilities

Under the supervision of the Co-President and Co-Chief Executive Officer, and as a member of the executive committee, the Director of Finance and Administration is responsible for:

- Contributing to the development, implementation, and monitoring of strategic and operational plans, as well as risk management across the organization
- Participating in board meetings and presenting the required financial and administrative information both verbally and in writing
- Participating in the organization of meetings for the finance and investment committees, which report to the board of directors, attending these meetings, and following up on committee decisions and recommendations
- Developing strategic and operational plans for the finance and administration departments and ensuring their follow-up and accountability
- Participating in the identification and evaluation of risks and opportunities related to international development and fundraising projects, and contributing to decision-making regarding these risks and opportunities
- Identifying, evaluating, and managing financial risks to mitigate them as effectively as possible
- Collaborating with other members of the executive team to establish and maintain relationships with the organization's network of partners



- Establishing and maintaining relationships with individuals holding similar positions in the international development and non-profit sectors to stay at the forefront of sector developments and to promote the organization.

Operational Responsibilities

- Supported by the Co-CEOs, manage the finance and administration team (recruitment, support, coaching, supervision, motivation, performance evaluation, training, individual development, cohesion, etc.) with a focus on continuous improvement and optimization, fostering participation and innovation
- Oversee the budgeting process, including the development of periodic budgets and long-term financial forecasts, ensuring follow-up and presenting these budgets to relevant authorities, including budget variance analysis and related recommendations
- Prepare the periodic financial analyses and reports required to meet legal and tax obligations and the informational needs of the organization's staff, board members and committees, funders, and the public, while ensuring the integrity, completeness, clarity, and consistency of the information
- Develop, implement, update, and promote policies, procedures, and best practices for financial management, control, good governance, and ethics; monitor compliance with these standards
- In collaboration with the executive team, evaluate the organization's financial and operational efficiency using performance indicators and benchmarking analyses.
- Collaborate with relevant members of the organization in negotiations with suppliers, funders, and other partners
- Support other departments in the financial management and development of their activities, including responding to their ad hoc financial information or analysis needs and contributing to their understanding of the organization's financial and technological affairs
- Manage cash flow
- In collaboration with an external portfolio manager, ensure the optimal management of long-term investments, in accordance with the organization's investment policy.
- Oversee the annual external audit
- In collaboration with the organization's internal and external legal advisors, manage the organization's legal risks, including compliance with various laws and regulations and contract management
- Identify opportunities to optimize operations through information technology, assess them, implement them, and ensure the proper functioning of existing systems.
- Manage the organization's insurance portfolio
- Ensure that all material resource needs are efficiently met

Your experience

- Minimum of 10 years of relevant experience
- Experience in a non-profit organization and knowledge of the financial and tax aspects of these organizations in an international context, an asset
- Experience in project management or international development, an asset
- Experience in a complex entity with subsidiaries, consolidation, and multiple foreign currencies
- Experience or keen interest in working for organizations with a social mission



Your Skills

- Recognized professional accounting designation (CPA)
- Strong proficiency in ERP systems, project management, and Excel
- Excellent command of French and English, both spoken and written. Spanish (an asset)
- Excellent organizational skills, ability to manage priorities, and capacity to handle multiple tasks simultaneously
- Knowledge of Great Plains software (an asset)
- Knowledge of Salesforce software (an asset)

We are looking for a person who shares our values

- Excellent business judgment, strategic thinking, and ability to identify priorities
- Strong intellectual rigor and attention to detail
- Excellent verbal and written communication skills
- Dynamism and proactivity
- Comfortable in an entrepreneurial and evolving organizational context
- Strong leadership skills, particularly in teamwork, motivating staff, and interpersonal relationships in general
- Proven ability to be an effective team player and contribute to achieving objectives in a complex and fast-paced environment
- Demonstrate tact, diplomacy, and confidentiality
- Customer service-oriented with strong interpersonal skills when dealing with various stakeholders

Good to know

- Primary workplace is located at the One Drop Foundation's offices: 8400 Avenue du Cirque, Montreal (QC) H1Z 4M6 CANADA
- Remote work options available (as laid out in the organization's remote work policy)
- This position requires little to no travel

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- Telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- EDI Committee
- Summer hours

The One Drop Foundation is committed to ensuring a diverse and inclusive workplace that offers equal opportunities to all. We make every effort to attract and retain the best candidates, regardless of age, skin color, origin, religion, sex, gender, sexual orientation, gender identity or any other characteristic. It is based on the principle that everyone benefits from a welcoming and diverse workplace.

To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.