



Advertisement Copy

Vice-President Administration and Chief Financial Officer
Northern Alberta Institute of Technology – NAIT
Location: Edmonton, AB

About NAIT:

NAIT is a leading polytechnic serving more than 34,000 students and has been a major contributor to industry and the economy within Alberta for the past 60 years.

Position Overview: As the Vice-President Administration and CFO, you will oversee several critical functional areas, including Finance and Corporate Services, Facilities Management and Development, Information & Technology Services, Risk Management Services, and General Counsel Services. Your leadership will be instrumental in providing strategic direction, ensuring financial stewardship, and fostering a culture of innovation and collaboration across administrative departments.

Reporting to the President and CEO, the Vice-President Administration and Chief Financial Officer (CFO) will oversee the following functional areas:

- Finance and Corporate Services (includes Financial Operations, Financial Reporting, Financial Planning and Analysis, Distribution Operations & Procurement)
- Facilities Management and Development (includes Capital Projects, Campus Planning, Facilities and Maintenance and Operations)
- Information & Technology Services (includes Applications and Integration, IT Infrastructure and Service Delivery, IT Security, and Project Management)
- Risk Management Services (includes Enterprise Risk Management, Emergency Management and Business Continuity, Protective Services, and Health, Safety and Environment)
- General Counsel Services (includes Contract Administration, FOIP Coordinator, and Legal Services)

Key Responsibilities:

- **Leadership and Vision:** Develop business plans aligned with our institution's strategic objectives, drive campus infrastructure transformation, and provide strategic oversight for IT investments.
- **External Engagement:** Support Board committees, advocate for the institution with government and corporate stakeholders, and cultivate strategic partnerships to enhance our mission.
- **Policy Development & Risk Management:** Establish policies aligned with strategic objectives, mitigate financial and operational risks, and ensure compliance with laws and regulations.
- **General Management:** Drive strategic initiatives, foster inclusivity, resolve personnel issues transparently, and promote a high-performance culture within the organization.

Candidate Profile:

We are seeking candidates with the following qualifications:

- Bachelor's degree in a relevant field and CPA designation required; Master's degree considered an asset.
- 10+ years of executive-level experience, including financial leadership.
- Experience in complex organizations, preferably within the public sector or higher education.



- Strong leadership, communication, and team-building skills.
- Commitment to diversity, equity, and inclusion initiatives.

Personal Qualities:

- Visionary, innovative, and committed to excellence.
- Ethical, with high integrity and honesty.
- Organized, analytical, and able to work effectively under pressure.
- Welcoming demeanor with a good sense of humor.

How to Apply: If you are a dynamic leader with a passion for driving organizational excellence, we invite you to apply by providing your resume to mmorin@dhrglobal.com ; Max Morin Director of Client Delivery at DHR Global.

NAIT is committed to an inclusive workplace that reflects the richness of the community that we serve. As an equal opportunity employer, we welcome applications from all qualified individuals, including individuals within the employment equity categories of women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. While we encourage all qualified applicants to apply, only those under consideration for the role will be contacted.