

EXECUTIVE SEARCH

Director of Finance



**OUTWARD BOUND
CANADA**

**A CANDIDATE
EXPERIENCE
BUILT AROUND
YOU.**

Client: Outward Bound Canada
 Role: Director of Finance
 Location: Toronto, Canada
 Reports To: Executive Director
 Website: outwardbound.ca



**OUTWARD BOUND
CANADA**

SITUATION OVERVIEW:

Outward Bound Canada, a not-for-profit, charitable, and educational organization that has challenged over 150,000 participants to step out of their comfort zone with their unique outdoor adventures is recruiting for a Director of Finance.

ABOUT OUTWARD BOUND CANADA:

A registered charity working in Canada since 1969, Outward Bound Canada (OBC) empowers youth for the future through experiential adventures in nature. At a time when unending screen time, climate concerns, and global events have critically impacted youth mental health, OBC's programs are more vital than ever. Through their adventure-oriented approach, participants engage in hands-on experiences that celebrate diversity and promote personal growth.

This unique blend of challenge and support fosters resilience, teamwork, and self-belief, equipping youth to connect with nature and navigate today's world. They check phones at the door and focus on community building, connection, and skill building. Fostering a deeper understanding and appreciation for nature is another focus of the OBC experience, with environmental issues and concerns woven into the programs, ranging from Leave No Trace camping and service projects to discussions about larger global challenges.



Click [here](#) to watch "Change" (50th Anniversary PSA).

UNFORGETTABLE OUTDOOR JOURNEYS, LASTING TRANSFORMATION



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They offer a range of programs, from fully-funded to co-pay, to allow individual youth and schools and groups of all financial backgrounds to participate. Open summer and spring programs provide youth with transformative experiences that go far beyond a typical summer camp. Financial assistance, based on need and a “pay what you can” approach, thanks to the generous support of their donor community, makes their programs accessible to all youth. However, democratizing outdoor education isn’t their only goal; they want to transform the outdoor sector in Canada to reflect the rich diversity of its population.

PARTICIPANTS REPORT



70%

Increased resiliency



77%

Increased leadership



80%

Increased self confidence



75%

Increased ability to collaborate

POSITION:

Outward Bound Canada is seeking a Director of Finance to provide strategic financial leadership and steward the long-term financial health of their organization. This is a senior role with real scope, supporting a dedicated team working every day to connect young people with transformative experiences in nature.

Reporting to the Executive Director, the Director of Finance is responsible for the financial strategy, operations, compliance, and risk management of OBC across all regions and program areas. Working closely with senior leadership and the Board, this role provides the financial foundation that allows OBC to make informed decisions, fulfill its obligations to funders, and deliver on its mission.

Are you an executive finance professional seeking greater balance and flexibility in your career? They welcome applications from accomplished leaders interested in a fractional role with a flexible arrangement. This opportunity is ideal for candidates who bring significant strategic leadership, deep financial expertise, and a desire to contribute at a high level while maintaining work-life balance.

POSITION DESCRIPTION:

FINANCIAL PLANNING & REPORTING

- Lead the annual operating budget development process in consultation with Executive Director, leadership team and work with Treasurer to present the annual budget to the Finance Committee and Board;
- Prepare monthly forecasts adjusting for program scheduling and fundraising activity;



- Prepare and present monthly financial statements to the Finance Committee, including balance sheets, income statements, cash flow, variance and amortization schedules;
- Monitor and report on investments and restricted cash, including bursaries and grants;
- Prepare and present annual financial statements to the Finance Committee and annual budget to the Board.

STRATEGIC & OPERATIONAL SUPPORT

- Support the Executive Director in translating financial data into clear, actionable insights for organizational decision-making;
- Collaborate with the Executive Team and national departments to support organizational performance within OBC's strategic plan;
- Identify and flag cost-saving opportunities and operational efficiencies for leadership consideration.

AUDIT & COMPLIANCE

- Oversee the annual external audit process and serve as the primary relationship with outside auditors, preparing all necessary documentation to ensure a smooth and well-supported audit;
- Ensure compliance with all government and charitable filing requirements, including multi-jurisdictional HST, corporate, and charitable filings;
- Develop, document, and continuously improve financial policies and procedures.

RISK MANAGEMENT

- Oversee OBC's enterprise risk management framework, ensuring financial and operational activities align with risk protocols;
- Ensure all program-related financial functions are conducted in compliance with OBC's risk management policies;
- Identify, assess, and escalate financial risk to the Executive Director and Board as appropriate;
- Assist in reviewing and strengthening operational and financial controls across the organization.

GRANTS, RESTRICTED FUNDS, & FUNDER RELATIONS

- Partner with the Development team to ensure aligned donation tracking between QuickBooks and Keela (donor CRM);
- Manage financial aspects of grants and contribution agreements, including budgeting, cash flow planning, and reconciliation;
- Oversee preparation, submission and tracking of monthly invoice and drawdown processes with funders. Assist the Grants Manager in tracking and reporting on the use of grant and other funding resources, both internally and externally;
- Serve as primary liaison with funders during grant and contract monitoring and ensure compliance with all granting and government regulations as well as other applicable requirements related to charitable organizations.



GENERAL ACCOUNTING

- Oversee all accounting functions: process/review expenditures, payables and receivables, monthly;
- Monitor and manage cash flow and all banking relationships;
- Ensure financial information used for decision-making is accurately maintained, well-documented, and consistent with applicable accounting standards.

FACILITIES, CONTRACTS, & PROCUREMENT

- Support facilities and contract management including insurance, leases, and vendor agreements;
- Oversee procurement processes to ensure financial accountability and alignment with organizational policies;
- As OBC grows its finance function, this role will have the opportunity to build and manage a small team, providing mentorship and oversight to future finance staff.

QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or a related field is required;
- CPA, CFA, or CFP designation is preferred and recognized with additional compensation;
- Strong background in nonprofit or charitable sector financial management, including knowledge of Canadian accounting standards for not-for-profit organizations;
- Experience managing audits, multi-jurisdictional compliance, and charitable reporting requirements;
- Demonstrated ability to track restricted funds, meet grant requirements, and produce clear financial reports for donors and funders;
- Proficiency in accounting software, with experience in QuickBooks or similar platforms considered a strong asset;
- Ability to translate complex financial information into clear, actionable insights for non-financial audiences;
- Familiarity with payroll administration and working knowledge of payroll compliance across multiple provinces;
- Strong organizational skills with the ability to manage competing priorities in a dynamic environment;
- A collaborative leadership style and genuine commitment to OBC's mission.



SENIOR MANAGEMENT:



Josephine Baran
Executive Director

Josephine is currently the Executive Director of Outward Bound Canada, which strives to create access and training opportunities for groups traditionally underrepresented in the outdoor industry. She fell in love with Canada's natural spaces when she moved here as a teenager and is a firm believer that we are the best version of ourselves when we are outdoors. She has worked in both the corporate and non-profit spaces developing new and innovative programs.

Josephine is happiest when she is running the trails with her dogs, paddling at her cabin in Northern Ontario or snowboarding in the Rockies.

OUTWARD BOUND CANADA IN THE NEWS:

May 5, 2026

[Loss, Leadership, and Three Weeks on the Water](#)

May 4, 2026

[Are we getting youth mental health wrong? A conversation with the authors of Kids These Days](#)

April 20, 2026

[What NASA's "Moon Joy" Tells Us About Caring for the Earth](#)

April 9, 2026

[How an OBC Course Changed Kalki's Relationship with the Environment](#)

March 23, 2026

[2026 Annual General Meeting: Outward Bound Canada](#)

March 20, 2026

[Why a Trip to the Rockies Led One Family to Give Back to OBC](#)

[Click here](#) to read more on Outward Bound Canada's Blog page.



INTERVIEW PROCESS:

At Outward Bound, hiring is a two-way journey. Our process is designed to be transparent, respectful of your time, and grounded in real conversation. Expect about 3-4 weeks from application to offer.

Stage 1 — Welcome Conversation (30 min, virtual) An introductory call with our People & Culture team to learn about your story, what draws you to Outward Bound, and answer your early questions about the role.

Stage 2 — Conversation with the Hiring Manager (60 min, virtual) A deeper discussion with our Executive Director about the role, your experience, and how we'd work together.

Stage 3 — Meet the Team (90 min, virtual or in-person) A panel with cross-functional colleagues and a member of our executive leadership team. A chance to see the culture and people you'd work alongside every day.

Decision and Offer We'll be in touch within a week of your final interview — every candidate hears back personally.

