



We're Recruiting For...

Chief Financial Officer

About the Centre

The Confederation Centre is Canada's National Memorial to the founders of the country. It is the result of a dream shared by all Canadians - a place where Canada's evolution and multicultural character is celebrated and explored right where Canadian confederation began; where the talents of Canadian people are nurtured and showcased through arts, learning, and conversation. Taking up a full city block in downtown Charlottetown, the Centre includes performance venues, art gallery spaces, arts education and learning studios, and spaces for convening and conversation.

The Opportunity

Reporting to the Chief Executive Officer and working closely with the Board of Directors, the Chief Financial Officer (CFO) is a key member of the senior leadership team with broad oversight spanning finance, human resources, operations, and catering and conference services. The CFO is a trusted advisor to the CEO on institutional strategy and risk, and plays a key role in long term planning. This expanded portfolio reflects the complexity and scale of the Centre's activities and offers an exceptional opportunity for a seasoned leader to drive organizational performance, sustainability, and mission impact across a beloved national institution.

Areas of Oversight

- Finance & Accounting
- Human Resources
- Operations
- Catering & Conference Services
- Risk & Compliance

Key Responsibilities include:

Finance & Accounting

- Provide strategic financial leadership and oversight of all financial operations, including budgeting, forecasting, cashflow, reporting, audit, and risk management
- Lead the annual budgeting process across all business units: theatre, gallery, education, operations, marketing, development, catering and conference services, and retail
- Ensure compliance with CRA requirements as a registered charity, including charitable receipting
- Oversee preparation of timely financial statements for the Board, funding partners, and other stakeholders
- Manage relationships with external auditors, banking partners, legal counsel, and investment managers
- Capital and operating grant applications and reporting
- Manage all accounting and financial reporting for Confederation Centre of the Arts Foundation



Human Resources

- Oversee all human resources functions including recruitment, onboarding, compensation and benefits, performance management, and labour relations
- Champion a positive, inclusive workplace culture aligned with the Centre's values and commitments to equity, diversity, and reconciliation
- Ensure compliance with PEI employment standards, occupational health and safety legislation, and applicable collective agreements

Operations

- Oversee operations of the Centre's facilities, ensuring safe, efficient, and well-maintained venues and public spaces
- Oversee procurement, contract management, and vendor relationships across operational departments
- Lead long-term capital planning and provide financial oversight and guidance for capital projects and facility investments

Catering & Conference Services

- Oversee catering and conference services operations, ensuring quality service, financial performance, and compliance with regulations
- Help development and execution of strategies to diversify revenue through catering, conferences, and facility rentals, leveraging Centre facilities as a premier destination in Atlantic Canada

Success in this role can be supported by a combination of the following skills, experiences, and interests:

Qualifications

- CPA designation (required)
- 10+ years of progressive senior leadership experience, including multi-department oversight
- Experience in the non-profit, charitable, or cultural sector an asset
- Experience managing complex, multi-department budgets
- Extensive experience with grant applications and reporting
- Demonstrated human resources and operational leadership experience
- Experience working with a Board of Directors

Leadership Profile

- Strategic executive with broad organizational acumen
- Collaborative, mission-driven leadership style
- Skilled at leading diverse, cross-functional teams
- Trusted advisor to CEO and Board
- High integrity and commitment to transparency
- Genuine enthusiasm and appreciation for arts, culture, and heritage

Additional Information

The Chief Financial Officer is a full-time, year-round position with a comprehensive benefits package and pension plan. The hiring salary range is \$130,000 – \$150,000 per annum commensurate with experience. Comprehensive benefits include medical, dental, vision, long-term disability, and life insurance coverage.



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

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- Employer-matched pension plan
- Paid vacation and contingency days
- Staff discounts on shows and events
- Employee Assistance Program
- Training and professional development opportunities

How To Apply

Please submit your **resume with a cover letter** to Sara Rogers, People & Workplace Manager at careers@confederationcentre.com, or hard copy can be mailed to Sara Rogers, Confederation Centre of the Arts, 145 Richmond Street, Charlottetown, PE C1A 1J1

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from under-represented communities and persons with disabilities. When requested, we will provide accommodation for candidates throughout the recruitment and selection process.

Closing Date: June 4, 2026