



# Director, Technology & Digital Transformation

## ABOUT US

Campfire Circle has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, Campfire Circle donors make thousands of life-changing experiences possible for Campers throughout the year, across Ontario.

## THE OPPORTUNITY

The Director, Technology and Digital Strategy assumes a pivotal leadership role in orchestrating the digital transformation of our technological landscape, driving the execution of a comprehensive long-term IT strategic plan. With a focus on innovation, collaboration, and alignment with organizational objectives, this role is instrumental in shaping the company's technological trajectory and identifying new avenues for technical advancement that are in harmony with our strategic imperatives.

The Director of Technology and Digital Transformation reports to the CFO and manages a multidisciplinary IT team.

### Key Accountabilities:

#### 1. Strategy and Planning:

- a) Spearhead the development, execution, and ongoing monitoring of comprehensive, forward-looking plans for all IT endeavors in close collaboration with the CFO and senior management.
- b) Translate business requirements into scalable system solutions, leveraging cutting-edge tools and architectures while ensuring long-term viability and adaptability.
- c) Drive the evolution of our technology infrastructure to underpin key business strategies and processes, fostering scalability and agility.
- d) Establish and oversee an IT Innovation Committee, tasked with execution of the technology strategic plan, in addition to, defining policies and controls that synchronize IT activities with organizational goals, ensuring robust risk management, regulatory compliance, and optimal resource allocation.
- e) Champion cross-functional collaboration to conceptualize, develop, and deploy technology solutions that drive organizational growth and operational efficiency.
- f) Cultivate a culture of innovation and continuous improvement across all facets of the organization, inspiring teams to push boundaries and explore new frontiers.

#### 2. Technical Project Management:

- a) Develop and execute meticulous project plans to seamlessly integrate new technologies, encompassing robust change management and comprehensive training initiatives.
- b) Oversee the end-to-end process of RFP issuance, vendor selection, contract negotiation, and budget oversight for all technology projects, ensuring alignment with strategic objectives and fiscal prudence.
- c) Oversee performance and optimization of third-party IT service providers, ensuring alignment with organizational needs and industry benchmarks.



### 3. Risk Management and Compliance:

- a) Safeguard the company's operations against a spectrum of IT risks, including data breaches, integrity issues, system failures, and service disruptions.
- b) Proactively identify, evaluate, and mitigate emerging IT risks in alignment with enterprise risk management protocols, fostering a culture of resilience and preparedness.
- c) Develop and maintain robust IT business continuity and disaster recovery plans, ensuring organizational resilience in the face of adversity.
- d) Ensure adherence to governmental regulations and industry standards pertaining to IT services, encompassing areas such as data privacy, accessibility, and security.

### 4. People Management

- a) Provide strategic direction and oversight to a multidisciplinary team, aligning departmental activities with overarching strategic imperatives.
- b) Facilitate regular departmental meetings, setting clear agendas and delineating responsibilities to drive progress and accountability.
- c) Collaborate with HR in all aspects of the talent lifecycle, from recruitment and selection to onboarding and career development.
- d) Foster a culture of continuous learning and growth, coaching and mentoring staff to reach their full potential.
- e) e) Conduct regular performance evaluations and goal-setting sessions, providing constructive feedback and recognition to inspire excellence.
- f) Cultivate a positive workplace culture characterized by inclusivity, collaboration, and employee well-being, driving employee engagement and retention.
- g) Champion initiatives that promote employee wellness and safety, fostering a conducive work environment that supports individual and collective flourishing.

## ABOUT YOU

### QUALIFICATIONS

- a) 10 Years IT Management experience, with 5 years at a senior level.
- b) Degree in business or information technology or equivalent experience.
- c) Business analysis and technology procurement experience.
- d) Experience managing a comprehensive ERP software system.
- e) Demonstrated success with sourcing and implementing technology creating synergies across the organization and optimizing operations.
- f) Experience leading multidisciplinary teams in a collaborative environment.
- g) Demonstrated project management skills.
- h) Experience with fundraising operations and related software as well as camp management software, an asset.
- i) Has a service-oriented mindset with excellent communication skills.
- j) Is flexible and adaptable demonstrating positive and proactive change management protocols.
- k) Experience with Microsoft Products including Office 365 & Dynamics, an asset.
- l) Experience in Web Management, an asset.
- m) Current G2 or G class driver's license and the ability to be covered by camp's insurance policy is an asset.



In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require that all staff must provide an attestation to having received their childhood vaccinations, and confirmation of a negative result in a two-step Tuberculosis ("TB") testing series. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. All staff must provide an updated Police Record with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada and for Campfire Circle.

## WORKING CONDITIONS

- a) This full-time position works out of the Toronto office 2 – 3 days per week and will be required to perform work at multiple locations across Ontario, which currently include Hamilton, Rosseau, and Waterford, as well as some work from home flexibility.
- b) Occasional travel and overnight stays at the Camp sites will be required.
- c) Some evening and weekend commitments may be required.
- d) In consideration of the population Campfire Circle serves, the incumbent is a non-smoker.

## COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$110K - \$150K. In addition, Campfire Circle is invested in our staff's health, wellness and career growth. As part of the total compensation package for this role, we offer a comprehensive benefits package (premiums fully paid by the organization with the exception of Long Term Disability), a wellness benefit up to \$500 annually, paid vacation time plus a paid winter shutdown period up to eight days, flexible hybrid work arrangements, and on-going professional development.

## HOW TO APPLY

Please send your resume and expected salary to [careers@campfirecircle.org](mailto:careers@campfirecircle.org) with the email subject reading **2024036 – Director, Technology & Digital Transformation**.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!

*This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Campfire Circle, please visit [www.campfirecircle.org](http://www.campfirecircle.org) - No phone calls please.*

## ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.



We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at [careers@campfirecircle.org](mailto:careers@campfirecircle.org) or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/work-at-campfire-circle/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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Campfire Circle is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishinaabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.