

Petro-Canada CareMakers Foundation - Operations Lead

Joining Suncor means you will work for one of the best companies in Canada, providing tremendous future potential where talented people thrive and lead. As our business evolves, so do our employment opportunities. Our work culture includes a dynamic mix of professionals, with a diversity of skills and expertise.

Be the Heart of Our Operations!

The Petro-Canada CareMakers Foundation is looking for a dynamic, detail-oriented professional to keep our operations running smoothly. You'll manage core functions like finance, budgeting, donations, and vendor coordination—while also jumping in to support exciting initiatives like fundraising, events, and marketing. As the central hub of a small, passionate team, you'll thrive in a fast-paced environment, build strong relationships, and help shape a growing foundation dedicated to supporting family caregivers across Canada. If you're organized, collaborative, and motivated by purpose-driven work, this is your chance to make a real impact.

Minimum Requirements:

- A degree in business administration, non-profit management, or a related field.
- 10+ years of progressive experience in financial and administrative management, ideally within a non-profit or charitable organization.
- Strong knowledge of budgeting, financial statements, and payment processing; SAP experience is an asset.
- Exceptional organizational skills with the ability to manage multiple projects and deadlines.
- Excellent communication and relationship-building skills, combined with a collaborative team approach.
- Strategic thinking, initiative, and discretion when handling confidential information.
- Familiarity with fundraising activities, tools (e.g., Canada Helps, Raisin), and proficiency in Microsoft Office (especially Excel).
- Understanding of foundation operations, compliance requirements, and relevant legislation.

Responsibilities:

- Manage core financial operations, including budgeting, cash flow, forecasting, and financial reporting.
- Oversee accounts payable/receivable, donation processing, and ensure compliance with regulatory requirements.
- Support annual audits, maintain internal controls, and lead risk management practices.
- Provide financial analysis and reporting to the Executive Director and Board; assist with strategic planning.
- Coordinate board materials and support finance committees as needed.
- Manage vendor relationships, contracts, insurance policies, and sponsorship documentation.
- Assist with departmental communications, events, and cross-functional initiatives.
- Contribute to a collaborative team environment, adapting to changing priorities.
- Other duties as required. As a small team we all operate in a cross functional, and contribute to priorities as work-loads change.* This is considered an individual contributor role with no direct reports*
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Location and other Key Details:

- This position is office-based, with a location at Calgary head office, located in the Suncor Energy Centre at 150 – 6th Avenue S.W.
- Hours of work are a regular 40-hour work week, Monday to Friday
- Our business professional roles follow internal compensation guidelines, and the pay band will generally be based years of experience and scope of work

Why Suncor?

Suncor's operations include oil sands development, production and upgrading; offshore oil and gas; petroleum refining in Canada and the U.S.; and the company's Petro-Canada retail and wholesale distribution networks (including Canada's Electric Highway™, a coast-to-coast network of fast-charging electric vehicle stations).

With a strong strategy for growth and our long-standing approach to sustainability, operational excellence, capital discipline and technology and innovation, Suncor offers a solid foundation for you to continue building your career. We offer rewarding opportunities for you to learn, contribute and grow in a variety of career-building positions

– all of which means tremendous potential for your future. We are focused on deepening our commitment to inclusion and diversity and creating a respectful workplace. We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We have numerous employee inclusion networks to help foster an inclusive and respectful culture and drive positive change within Suncor. Current networks include both workplace inclusion networks (focusing on inclusion and respect for all), and identity-focused networks (focusing on building community and a sense of belonging and allyship). Through the Journey of Reconciliation, we are progressing the way we think and act to build greater mutual trust and respect with the Indigenous Peoples in Canada. Please note we will consider accessibility accommodations to applicants upon request.