

INSTITUTION

Rocky Mountain College is a distributed (online) educational institution based in Calgary, AB. RMC is committed to being a top-tier Christian Ministry preparation school in Canada, providing quality, Christ-centered education that results in transformed lives. We believe that our model of education for anyone, anytime, anywhere positions us to serve the Christian community in Canada effectively and prepares our students for ministry in whatever sphere they inhabit.

POSITION OVERVIEW

The Vice President of Operations (VP of Operations) is a senior executive responsible for overseeing and optimizing the day-to-day operational functions of the college. This includes leadership over finances, human resources, physical plant, and collaborative work in donor relations. The VP ensures that all operational strategies align with the college's mission, values, and strategic goals, maintaining the highest standards of excellence and integrity in a Christ-centered environment.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Assist in the development and implementation of operational strategies that support the college's mission.
- Ensure effectiveness in all accounting, budgeting, financial reporting, investment and management functions of the college.
- Provide collaborative leadership in the development of annual budgets.
- Administer payroll and facilitate efficient remittance of all payments.
- Ensure compliance with all applicable financial and operational requirements.
- Provide financial reports and strategic counsel to the President, Board, and Cabinet.
- Develop and refine Employee Handbook, creating and/or streamlining HR processes including onboarding etc.
- Manage Human Resources needs and concerns to ensure a safe and productive work environment for all employees.
- Maintain donor database.
- Oversee and arrange building supply and maintenance.
- Ensure wise stewardship of resources consistent with biblical principles and the college's mission.
- Miscellaneous job-related duties as assigned.

EXECUTIVE CABINET AND LEADERSHIP

- Serve as a member of the Executive Cabinet.
- Attend, prepare for, and participate in Board of Governor's meetings as directed by the President.

COMPETENCIES

- Strategic Thinker
- Excellent communicator with strong interpersonal skills
- Advanced analytical, evaluative, and objective critical thinking skills.
- Ability to think procedurally
- High integrity, transparency, and a servant-leader approach.
- Ability to work collaboratively in a mission-oriented environment

PERSONAL REQUIREMENTS

- A vibrant and personal commitment to follow Jesus
- A commitment to Christian higher education
- Support and embody the Rocky Mountain College mission, vision, and values.
- Affirm the RMC Statement of Faith
- Agree to abide by the RMC Lifestyle Agreement

EDUCATION & QUALIFICATIONS

- Bachelor's degree (BComm or similar) preferred
- Master's degree (MBA or similar) an asset
- Proven background and experience in Financial Management/Human Resources
- Proficiency in MS Office 365

WORK ARRANGEMENT

- This is a part-time position (70%)
- Some evenings and weekends as necessary

APPLY

Interested candidates should submit a cover letter, resume/CV, statement of faith, and contact information for three professional references to:

Dr. Mike Swalm

President

Email: president@rockymountaincollege.ca

Closing Date: **July 20, 2025**

All qualified candidates are invited to apply. Only those candidates selected to proceed in the process will be contacted.

Further information about Rocky Mountain College may be found at rockymountaincollege.ca.