

The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **DIRECTOR, Learning & Technology**

Term: Permanent

Location: Toronto, ON

## **ABOUT THE INSTITUTE OF CORPORATE DIRECTORS (ICD)**

Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across the for-profit, not-for-profit, Credit Union sectors, and Crown sectors.

As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and ICD-led examination process earn the highly recognized ICD.D designation.

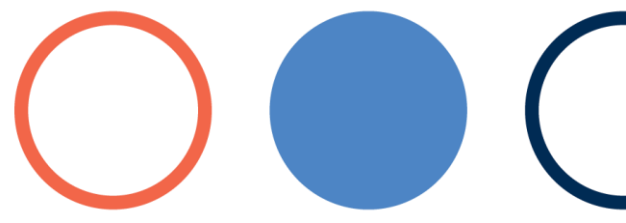
ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at [icd.ca](http://icd.ca).

## **ROLE DESCRIPTION**

We are looking to build our team, bring the vision for Education at ICD to life, and implement new technology in a brand-new role. Reporting directly to the Vice President, Education, we are looking for an experienced Learning & Technology professional to oversee key initiatives that are mapped directly to the organization's strategic priorities.

We are looking for someone who not only understands learning and instructional design but also how to balance that with the need to go-to-market and partner with subject matter experts in the delivery of core programs. We are looking for a leader that may have background in instructional design but is now ready to now apply those skills across an entire portfolio rather than doing the hands-on work. We are also looking for someone to provide guidance and enable the organization as this new skill set is introduced, including doing proof-of-concept work.

We are looking for someone who is passionate and interested in all things technology and how it relates to learning. Moving well beyond the traditional LMS, we are looking to develop use cases, understand the competitive landscape as it relates to AI generated content, adaptive learning, microlearning and platforms that can support our goals. We will also look to you to help us build skill-based learning into everyday activities, such as search, reading articles,



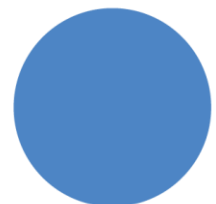
listening to podcasts, or attending a webinar and then build curated learning pathways leading to skill and competency development.

### **Key accountabilities:**

- Critically assess optimal use of personal adaptive learning pathways, including financial viability; work with the Vice President, Education to build personal adaptive learning pathways from design through to implementation, where it's financially viable.
- Create templates and course structure that can be applied across the education portfolio to ensure a baseline level of instructional design that is delivered by directors with deep expertise.
- Establish use cases, and business cases, for new technology including generative AI that support our goals and identify areas that are emerging in our competitive landscape.
- Assess opportunities for digital learning, self-directed eLearning, the use of AI in learning and microlearning at ICD.
- Oversee initial eLearning builds to establish a proof of concept allowing us to understand the possibilities, how eLearning is developed, packaged, and hosted for distribution.
- Build new business lines related to digital learning to support revenue targets.
- Oversee our Custom Education portfolio in which we engage with organizations to provide custom training for their board or senior management teams.
- Assess and implement new processes related to new technology implementation.

### **Requirements**

- Minimum 7-10 years experience in learning, technology or combination of experience and education.
- Undergraduate degree in learning and development or relevant area. Masters level degree in relevant area preferred.
- Experience leading people or working as part of a cross-functional team.
- Deep knowledge of the learning technology landscape and interest in new emerging technologies
- 3-5 years working directly with instructional design, eLearning, virtual instructor led delivery and Learning Management Systems.
- Demonstrated ability to fully implement new programs in a complex, multistakeholder environment.
- Demonstrated experience to manage multiple related projects.
- 3-5 years working directly with clients on custom learning solutions, from writing proposals through to delivery of the final product, ideally with revenue responsibility or targets.
- Strong interpersonal skills with an ability to communicate with senior directors and executives.
- Well-developed analytical and problem-solving skills and ability to prioritize multiple priorities.
- Strong organizational and time management skills.
- Must be able to work within tight deadlines.



- The ability to communicate, both verbally and written in English, is required. The ability to communicate in French is considered an asset.

**To apply, please send a resume and a cover letter outlining your relevant experiences to [humanresources@icd.ca](mailto:humanresources@icd.ca).**

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued, and supported. All qualified individuals may apply online. If you require a disability-related accommodation to participate in our recruitment process, please note this in your application. We'll be happy to work with you to meet your needs.

Thank you for your interest, but only those selected for an interview will be contacted. Please note that ICD presently works on a hybrid model. As such, candidates will be asked to indicate their availability to work in the ICD downtown Toronto office.

