

The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **Director, Policy & Research**

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 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.

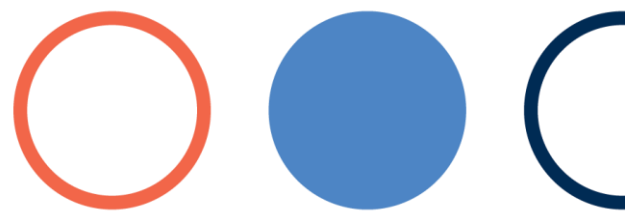
ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at [icd.ca](http://icd.ca).

### **ROLE DESCRIPTION**

Reporting directly to the Vice-President of Policy and Research, the Director, Policy and Research will be responsible to create content for multi-faceted resources and events that are designed to enhance director performance and corporate governance. You will focus on new and emerging developments in the governance of organizations and optimizing support provided to directors and executive leaders. Working in partnership with other members of ICD staff, senior board directors and subject matter experts, the Director, Policy and Research will lead strategic initiatives that impact leading edge programming, including the ICD's national conference.

### **Principle accountabilities for this role are:**

- Lead the development of the ICD's National Director Conference content including sourcing/guiding and stewardship of senior director/executive speakers.
- Engage, generate and manage an inventory of governance and board experts to support the work of the ICD and its constituents.
- Monitor the development of current and emerging domestic and international issues and trends to ensure resources are relevant to critical directors' and boards' roles.
- Explore opportunities for new programs/conferences.
- Management of the Chapter Zero program.



- Oversee the development of cutting-edge resources for boards of directors, audit committees, and executives, drawing on your own expertise and collaborating with key internal and external stakeholders, including subject matter experts.
- Carry out research projects and develop flagship events to keep the ICD at the forefront of board governance.
- Conduct research on director issues, generate ideas and present potential topics for boards and directors.
- Manage, write and compile information that supports ICD individual courses or events.
- Proactively engage with and seek input from directors to support the ICD to achieve its strategic goals.

### **Requirements**

- Degree in business (Master level preferred) or corporate law. Combination of education and experience will be considered.
- Comprehensive understanding of key current and emerging issues for business and boards of directors.
- At least 10 years of experience in a leadership or professional role demonstrating increasing responsibility.
- Proven project management skills, strong analytical capabilities, sound judgment, and strong problem-solving abilities.
- The ability to build and manage relationships with senior directors and executives.
- Exceptional written and verbal communication skills
- Strong presentation and organizational skills

**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 an inclusive workplace with a diverse workforce and a commitment to health and wellness for its employees. Employee perks include competitive salaries and pension, a comprehensive benefits package, professional development, a hybrid work environment and regular social events. The ICD is dedicated to building a high-performing, innovative organization that creates value for its members and other stakeholders.

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.

