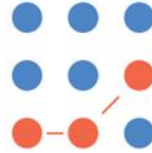


**INSTITUTE OF
CORPORATE
DIRECTORS**
*THINK BEYOND
THE BOARDROOM.*

**INSTITUT DES
ADMINISTRATEURS
DE SOCIÉTÉS**
*PENSER AU-DELÀ
DE LA SALLE DU CONSEIL.*



The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position:

ROLE: Project Manager

TERM: Contract

LOCATION: Toronto, ON

The Institute of Corporate Directors (“the ICD”) is seeking a seasoned Project Manager will oversee the organizations most complex cross-functional projects, with a focus on those pertaining to our digital transformation roadmap. This includes our membership information system/client relationship management (CRM), content management system (CMS), and our learning management system (LMS).

THE 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.

THE ROLE

Reporting to the Chief Administrative Officer, the Project Manager (PM) provides overall oversight, direction, guidance and coordination of all applicable projects. The PM provides project management and analytical guidance in support of all phases of a project, including project planning and tracking, coordination, implementation, execution, control, and successful completion.

ROLE ACCOUNTABILITIES

- Project management: In collaboration with senior management team, defines project scope, goals, and deliverables in support of business objectives. Leads and directs the entire project development lifecycle

for large and complex projects, using ICD's project governance framework and implementing best practises for project management.

- **Team Management:** Build and manage project teams, fostering a culture of collaboration, accountability, and open communication and ensuring alignment with project objectives and organizational change management strategies.
- **Stakeholder Engagement:** Collaborate with internal and external stakeholders to gather requirements, provide updates, and manage expectations throughout the project lifecycle.
- **Risk Management:** Identify potential risks and develop mitigation strategies to ensure successful project delivery within scope, schedule, and budget constraints. Proactively identifies changes in project scope, ensuring the appropriate process is followed, including project change requests (as appropriate). Leads discussions with contractors, vendors, and service providers to ensure contract terms and conditions are being met as negotiated, includes dealing with scope changes or modifications as required.
- **Budget Oversight:** Monitor project budgets, track expenses, and report financial status to the Project Sponsor, ensuring projects remain within approved financial parameters.
- **Quality Assurance:** Implement quality assurance processes to ensure that deliverables meet established standards and client expectations.
- **Change Management:** Proactively manage changes to project scope, schedule, and resources, ensuring minimal disruption and maximum efficiency.
- **Documentation and Reporting:** Maintain accurate project documentation, including project plans, status reports, risk registers, and other relevant artifacts; ensures emerging issues and trends are well communicated to inform decision-making.
- **Continuous Improvement:** Drive process improvements and best practices within the project management team, contributing to the overall efficiency and effectiveness of project delivery. Leads Lessons Learned forums, ultimately capturing improvement recommendations that can be applied to other projects. Implements agreed upon actions from the lessons learned to future project stages/phases.
- **For technology projects:**
 - Collaborates with the Director of Data Strategy and Analytics to ensure the accuracy of data migrations.
 - Ensures adequate user training has been delivered prior to go live.
 - Ensures that important or potentially important project documentation is preserved for audit (internal and external) and reporting purposes.

Qualifications:

- Bachelor's degree in Computer Science, Information Technology, Business Administration, or related field (Master's degree preferred).
- Proven experience 5 years as an IT Project Manager, successfully leading complex IT projects
- Strong understanding of project management methodologies (e.g., Agile, Waterfall) and change management principles (e.g., ADKAR, Prosci).
- Excellent leadership, communication, and interpersonal skills, with the ability to inspire and motivate cross-functional teams and stakeholders.
- Solid analytical and problem-solving abilities, with a keen attention to detail and a results-oriented mindset.

- Project management (PMP) and/or change management certification (e.g., Prosci Change Management Certification) is highly desirable.