



Chief Administrative Officer 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 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 18,000 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (ICD-Rotman 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.

Reporting to the President & CEO, the CAO is the most senior operational and financial leader and provides strategic oversight and day-to-day leadership across finance, information technology, human resources, data and analytics, risk management, and general administration. Working closely with the CEO, senior management team, and Board of Directors, the CAO plays a critical role in ensuring ICD operates as a disciplined, accountable, and high-performing organization aligned with its strategic objectives, culture, and values.

The CAO will be a multi-dimensional and collaborative business leader who brings well-honed managerial expertise, analytical rigour and a cross-functional partnership orientation to the fiscal management and overall operations that support the ICD. They will drive enterprise-wide digital transformation initiatives, oversee human resources and organizational development, and ensure legal and regulatory compliance.

The successful candidate will bring a bachelor's degree in business, finance, accounting, or a related discipline, with an MBA and/or CPA designation preferred, along with a minimum of ten years of progressive senior leadership experience across technology, finance, operations, and administration, ideally within a professional association or comparable organization. The CAO will demonstrate strong financial acumen, experience presenting to Boards, a proven track record leading large-scale digital and organizational change, and the ability to lead and develop high-performing teams. A collaborative leadership style, sound judgment, and excellent communication skills are essential.

This is a publicly advertised job posting for an existing vacancy.

Odgers does not use artificial intelligence (AI) to screen, assess, or select applicants for a position.

To Apply

To fill this position, the Institute of Corporate Directors has partnered with leadership advisory firm Odgers. Applications are encouraged immediately and should be submitted online at <https://en-careers.odgers.com/en-ca/job/30961/>

We thank all those who express an interest, however only those chosen for further development will be contacted.



Diversity, Equity, and Inclusion

The Institute of Corporate Directors is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by both Odgers and the Institute of Corporate Directors throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Odgers is deeply committed to diversity, equity, and inclusion in all the work that we do. As part of our efforts to better understand our ability to reach as broad a pool of candidates as possible for our searches, our DEI team would like to encourage you to take a moment and access our [Self-Declaration Form](#).