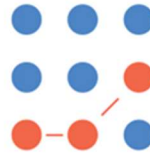


INSTITUTE OF
CORPORATE
DIRECTORS
*THINK BEYOND
THE BOARDROOM.*

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: Data Analytics Lead

TERM: Contract (15 months)

Location: Toronto, ON

THE ICD

The Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across Corporate, Crown and Not-for-profit sectors. The ICD is Canada's largest director community, with nearly 18,000 members and a network of 11 Chapters nationwide.

Members of ICD gain insight and foresight on critical issues facing board directors and benefit from best-in-class governance education, including ICD's partnership with the Rotman School of Management, in delivering the Director Education Program (DEP). The ICD grants the ICD.D designation to eligible directors, which represents a commitment to leadership excellence in the boardroom. Annually, the ICD awards the F.ICD designation to leaders for their exceptional contribution to Canadian Corporate governance.

THE ROLE

The ICD seeks a **Data Analytics Lead** to contribute to the organization's success by providing analytics and reporting expertise. Reporting to the Director, Data Strategy & Analytics, the Data Analytics Lead provides valuable data, information, and insights that drive cost-effective and timely decision-making across the organization.

Principle accountabilities for this role are:

- Supporting routine reporting needs across multiple business units, including Marketing, Business Development, Membership, Education and Events
- Fulfilling ad hoc data and analytics requests
- Supporting member acquisition needs through database prospecting
- Contributing to the ICD database management and data integrity

This role requires a minimum of 2 years of experience working in data management, analytics, and/or reporting.

Experience with SQL, Power BI, and exceptional Excel skills are essential to success in this role. Working knowledge of CRM or similar database systems is required, with a specific understanding of Microsoft Dynamics 365 highly desirable. Practical experience with Python, R, Access, and/or Looker Studio is an asset.

Demonstrating a collaborative work style, strong project management, communication and data storytelling skills, exceptional problem-solving, and attention to detail are vital in this role.

To apply, please send a resume and a cover letter outlining your relevant experiences to humanresources@icd.ca.

ICD is an equal opportunity employer. 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.