

The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **Manager, Member Development**

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, Crown sectors, and Credit Union 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 (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.

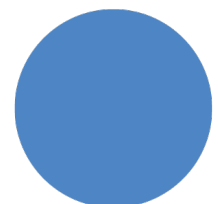
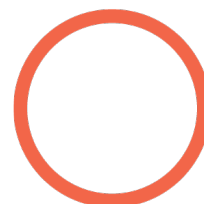
ROLE OVERVIEW

The Manager, Member Development plays a pivotal role in driving the growth and influence of the Institute of Corporate Directors (ICD) by expanding its corporate membership base and deepening engagement with Canada's most senior board leaders. This role is responsible for identifying and acquiring new corporate members, cultivating high-value relationships with decision-makers, and enhancing ICD's reputation as the leading voice in corporate governance.

Success in this role requires a strategic, data-informed approach to relationship management and the ability to translate market insights into actionable growth initiatives.

Key Responsibilities Board Membership Acquisition & Growth

- Develop and execute targeted outreach strategies to attract leading organizations to ICD.
- Build and manage a robust pipeline of prospective corporate members using key business metrics (industry, revenue, geography).
- Leverage market intelligence and governance trends to inform strategic acquisition efforts.
- Achieve annual membership growth targets through proactive engagement and consultative outreach.



Relationship Management

- Establish and maintain executive-level relationships with corporate leaders and board members.
- Create and manage a relationship matrix to optimize engagement strategies across sectors.
- Conduct strategic outreach to promote ICD's value proposition to key decision-makers.
- Design personalized communication plans and touchpoints to advance membership discussions.

Onboarding & Engagement

- Deliver tailored onboarding experiences for new corporate and individual members.
- Collaborate with internal teams and board representatives to streamline onboarding processes.
- Guide members toward high-value ICD resources to foster long-term engagement and retention.

Reporting & Performance Tracking

- Monitor and report on membership growth, financial contributions, and engagement metrics.
- Analyze market data and corporate affiliations to identify new acquisition opportunities.
- Maintain detailed records of outreach activities and strategic follow-ups.
- Prepare monthly performance reports aligned with organizational benchmarks.

Qualifications & Experience

- Minimum 5 years of experience in relations management, alumni relations and/ fundraising at the C-suite level.
- Exceptional interpersonal, negotiation, and communication skills.
- Ability to interpret business trends and engage board members strategically.
- Highly organized with the flexibility to adapt to evolving priorities.
- Strong understanding of corporate governance and board structures is an asset.
- Proficiency in data management and CRM tools.

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

