

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.

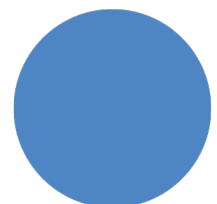
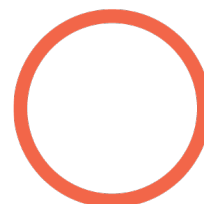
ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at [icd.ca](http://icd.ca).

### **ROLE DESCRIPTION**

The Manager, Member Development is a key driver of ICD's membership expansion and corporate engagement strategy. This role is responsible for identifying and securing new corporate members, building high-value relationships with key decision-makers, and contributing to ICD's financial success and industry influence.

Leveraging market intelligence, corporate governance insights, and strategic outreach, this position ensures ICD remains the premier organization for corporate directors in Canada. By developing executive-level partnerships, fostering engagement, and optimizing the onboarding experience, the Manager strengthens ICD's role in shaping governance excellence at the highest levels.

Success in this role requires a proactive, data-informed approach to relationship management, combined with the ability to translate industry trends into strategic membership growth initiatives.



## **Board Membership Acquisition & Growth**

- Develop and execute a targeted outreach strategy to attract leading organizations to ICD.
- Identify and cultivate relationships with prospective corporate members, achieving annual growth targets.
- Leverage market intelligence and business trend analysis to drive strategic outreach efforts.
- Build and maintain a comprehensive pipeline of prospective organizations categorized by key business metrics, including company type, industry, revenue, and geography.

## **Relationship Management**

- Develop and maintain a relationship matrix to optimize engagement strategies with corporate leaders and board executives.
- Foster strong connections with current ICD members serving on complex boards, enhancing retention and acquisition.
- Conduct strategic outreach to elevate ICD membership benefits among key decision-makers in targeted industries.
- Design and implement tailored communication initiatives, including personalized conversations and touchpoints to advance membership discussions.

## **Onboarding & Membership Engagement**

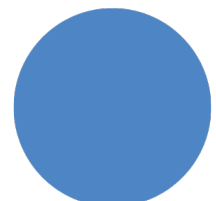
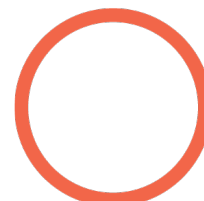
- Deliver personalized onboarding sessions for new individual and corporate members, ensuring a smooth transition into ICD.
- Collaborate with the Corporate Secretary and board representatives to streamline onboarding efforts for organizations.
- Strengthen long-term engagement by guiding members toward valuable ICD resources.

## **Reporting & Performance Tracking**

- Monitor membership growth metrics and track contributions (financial & engagement) from corporate board acquisitions.
- Analyze market indices and corporate affiliations to identify new membership opportunities.
- Maintain detailed records of outreach efforts, engagement activities, and strategic follow-ups.
- Prepare monthly performance reports, highlighting acquisitions, company-type distribution, and revenue benchmarks against targets.

## **Qualifications & Experience**

- 5+ years of experience in relationship management at the C-suite level.
- Proven success in business development, corporate outreach, or membership acquisition.
- Deep understanding of corporate governance and board structures.
- Exceptional relationship-building and communication skills.



- Ability to interpret business trends and strategically engage board members.
- Organized and flexibility to adapt to changing priorities
- Experience in consultative sales or membership-driven roles is an asset.
- Data management skills
- Negotiating 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 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.

