

The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **Manager, Education Operations & Enablement**

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 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.

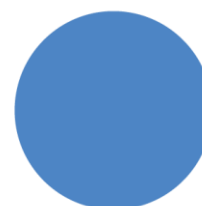
ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at icd.ca.

ROLE DESCRIPTION

We are looking to build our team, bring the vision for Education at ICD to life and implement new technology across our team. Reporting directly to the Vice President, Education, we are looking for an experienced operations and enablement manager to oversee key initiatives that are directly mapped to the organization's strategic priorities. We will look to you to help create and then bring a new operating model to life, craft business process, identify risks and work as part of a leadership team to mitigate them. You will have the opportunity to participate in the implementation of new technology, bring your creativity to the table and work closely with our partners.

Key accountabilities:

- Working with the Vice President, Education, build a future state operating model and moving this from vision and strategy through to specific deliverables.
- Manage a series of projects across the Education portfolio to improve efficiency, reduce risk and act as an additional resource in key areas.
- Working with the Director Business School Programs, manage our ICD-Rotman Directors Education Program which is delivered across Canada.



- Document critical business process pathways capturing detail and nuance and develop tools for future state.
- Assess new processes as related to new technology implementation and evaluate them for efficiency along with upstream and downstream effects.
- Provide support in administering exams as part of our Directors Education Program.
- Assess operating model for costs, business case and recommendations.
- Assist with project management including Monday.com for initiatives across the Education team.

Requirements

- Completion of degree in business, administration, or operations. Master's level degree preferred.
- Minimum 4 - 7 years experience in program management
- Experience with the implementation of new operating models and able to move these through to the completion of specific deliverables and initiatives.
- 3 years experience in business process design and documentation
- Demonstrated experience to manage multiple related projects.
- Strong interpersonal skills with an ability to communicate with senior directors and executives.
- Well-developed analytical and problem-solving skills and ability to prioritize multiple priorities.
- Strong organizational and time management skills
- Must be able to work within tight deadlines.
- Certifications related to business process, agile methodologies is considered an asset.
- The ability to communicate, both verbally and written in English, is required. The ability to communicate in French is an asset.

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.

