**EXECUTIVE DIRECTOR** *(interim-12months with the possibility of a permanent position)*

**Organization:**  Canadian Pension and Benefits Institute

**Province:**  Québec

**Location:**  Montreal

**Canadian Pension & Benefits Institute**

The Canadian Pension and Benefits Institute is a national not-for-profit organization dedicated to providing education and networking opportunities in the pension, benefits and institutional investments industry in Canada. CPBI is the leading organization of its kind in Canada. Canadian plan sponsors, service providers, consultants and regulators involved in pensions, benefits and investments look to CPBI for education and networking opportunities.

CPBI’s national office is located in Montreal and has national as well as regional staff in major cities across the country. The National Office works with members/volunteers to carry out its many activities.

The CPBI provides members and other interested individuals and groups with an opportunity to discuss and debate, to participate in high quality high value and cost effective education and networking forums focused on exchange of information and best practices related to pensions, employee benefits and other related issues through its network. CPBI also aims at providing quality and relevant information on new developments and industry trends, as well as on practical application of technical changes through regular activities at both the regional and national levels.

**The Opportunity**

The Board is seeking an energetic and innovative individual to support the Board of Directors to actualize the Strategic Plan and manage internal operations to ensure the Board’s requirements are met. They are expected to realize CPBI’s Vision through innovation and creativity and in close association with the Board as well as the eight Regional Councils. They will be responsible for the organization’s consistent achievement of its mission, strategic plan and financial objectives. They will also be responsible for the effective management of the National office including financial management as well as maintain a high-performance team. The Executive Director will represent the CPBI publicly and will liaise with stakeholders and media within the Pension, Benefits, and Institutional Investment Community.

**Qualifications & Experience**

Strong leadership, coaching and relationship management experience.

Proven professional experience in increasingly senior and significant positions

Experience working with or for a membership-driven organization and with volunteers

Good knowledge of marketing, branding, and communications

Ability to develop a Business Plan and accomplish work within a set budget and timeframe.

Past success working with a Board of Directors and in the National Office of an organization with a strong regional presence

Ease in communicating and being effective both in English and in French and the ability to work effectively with a diverse group of stakeholders

A degree in a business related discipline

[www.cpbi-icra.ca](http://www.cpbi-icra.ca/)

For further information on this opportunity, [**click here**](http://www.cpbi-icra.ca/media/67ed30d5-724b-4f0a-9272-383bf874b67b/xTV8_Q/CPBI-2019ExecutiveDirector.pdf)**.**

**If you are interested in this opportunity please forward your C.V. and covering letter to :** **chairman@cpbi-icra.ca**