

Executive Director – Contractual with Annual Renewal (April 1 to March 31)

IPMA Canada is seeking a dynamic, energetic, self-motivated Executive Director with aspirations to work with a national team of volunteer board members. The incumbent will provide management services for a national not-for-profit organization with individual and certified professional members and National Executive Committee members across every Canadian time zone. The hours of work for this opportunity are quite flexible given the time zones.

Management services will include financial management using Simply Accounting software, membership management inclusive of the national database for membership, managing the national certification program, providing support to the National Executive Committee, website coordination and other related management service requirements.

The contract will be subject to renewal each fiscal year (April 1 to March 31), however there is a possibility of a transition period from January 1 to March 31, 2023 wherein you will work alongside the current Executive Director.

IPMA Canada will be accepting applications until October 15, 2022. Applications should include a resume and a proposed approach to the management of each of the services in Schedule A of the existing contract. Schedule A is available to applicants by emailing ipmacanada@ipma-aigp.com . Applications should be received at cherylvanblaricom@ipma-aigp.com. Inquiries about the position can be directed to cherylvanblaricom@ipma-aigp.com , or if you should have a question for the current Executive Director, please feel free to connect with Glenn at ipmacanada@ipma-aigp.com