



Job Advertisement

Insurance Institute of Canada – Vice President, Programs

The Insurance Institute of Canada (“the Institute”) is the premier source of professional education and career development for the country’s property and casualty insurance industry. Established in 1899, the Institute is a not-for-profit organization serving more than 40,000 members across Canada through 19 volunteer-driven provincial institutes and chapters. Over 20,000 of those members are students and more than 18,000 are graduates who have earned the Chartered Insurance Professional (CIP) designation or Fellow Chartered Insurance Professional (FCIP) designation. This Institute is a founding member of the Institute for Global Insurance Education (IGIE). The Institute sets professional standards for the industry through education programs that lead to a range of designations and certificates, including the internationally recognized Chartered Insurance Professional (CIP) and Fellow Chartered Insurance Professional (FCIP). As the Institutes members pursue rewarding opportunities in a rapidly changing industry, they can take advantage of ongoing development programs, seminar series and networking events offered by an organization devoted to learning for the real world. The Institutes graduate members of the CIP and FCIP programs are guided by a rigorous code of ethics and an evolving set of proven best practices.

It is within this context that the Institute welcomes applications and nominations for the appointment of its **Vice President, Programs (“VP, Programs”)**.

Reporting to the President & CEO of the Institute, the VP, Programs proactively ensures that the Institute delivers a responsive and broad menu of educational products to the insurance industry, its employers, as well as Institute members and future customers. The VP, Programs plays an active leadership role in the progress and strategic direction of the Institutes as a key member of the Senior Leadership Team and is intimately involved in future planning activities, research and the development of the annual operating budget. Direct reports include: Director,

Academic Programs and Product Development; Registrar and Director, Examinations; Director, Learning Innovation and Technology; Senior Manager, National Programs; Manager, Translation Services; and Manager, Career Connections. The entire Programs team includes approximately 40 people. The VP, Programs is also the executive lead for the Institute's national Academic Council and related sub-committees.

The VP, Programs is responsible for the development of high-quality curriculum, learning resources and technology, instructional design and assessments of the Institute's designation and diploma programs, including the CIP Program, the Canadian p&c industry's core designation program, as well as the FCIP, ACIP, GIE, Risk, Commercial and CMGA programs, with delivery and administration as required in collaboration with local institutes and chapters. This includes oversight of full-time post-secondary institutions that partner with the Institute and/or use Institute materials as part of their programming. The Programs team leads the development of provincial licensing learning resources and examinations as required.

The VP, Programs leads the Institute's 'Career Connections' division, which is responsible for helping the insurance industry educate secondary and post-secondary students about insurance; and seeks to drive awareness and recruitment of insurance careers among post-secondary students and career changers to help the industry address its talent gap, utilizing industry partners as appropriate to help accelerate this work. The VP, Programs also leads the internal translation department, which translates all education materials from English to French and vice versa, as well as marketing materials and other translation needs for the organization. Consideration is given to outsourcing requirements as necessary.

As the ideal candidate, you have leadership experience in the field of adult/professional education, and proven business acumen gained from within a similarly complex organization or not-for-profit educational body. You are comfortable developing and implementing successful business plans and projects with appropriate targets and deliverables. You have proven financial experience and skills, including a demonstrated understanding of budgeting. You have knowledge of adult learning theory and best practices in the development of professional education programs – including curriculum, instructional design and assessment. You are also familiar with modern and emerging learning technologies and their

application to adult learning, and have knowledge of textbook publishing models. You have superior relationship building and communication skills, and a demonstrated commitment to equity, diversity, inclusion and accessibility. Colleagues describe you as values driven, visionary, and a team player who promotes an open, transparent, accountable environment that encourages innovation and where employees can thrive and achieve professional and organizational goals. A Master's degree is preferred, or a combination of experience and education. Knowledge of the property and casualty insurance industry is an asset. The ability to communicate in both English and French is also considered an asset.

To learn more about this significant leadership opportunity with the Insurance Institute, please submit a comprehensive resume along with a cover letter in confidence to Sam Walton (sam@griffithgroup.ca) and/or Tracey Trimble (tracey@griffithgroup.ca), or visit <https://griffithgroup.ca/insurance-institute-of-canada-vice-president-programs/>

The Insurance Institute and Griffith Group Executive Search are committed to an inclusive, accessible and welcoming hiring process.

We will ensure reasonable accommodation to all applicants. Please advise Sam Walton (sam@griffithgroup.ca) should you require any accommodation to participate in this posting, recruitment, selection and/or assessment processes.

All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.