



## Canadian Midwifery Regulators Council

### Executive Director Position

Position Type: 0.6-0.8 FTE permanent REMOTE with limited travel in Canada

Salary: \$88,000-\$96,000 for 0.8FTE (prorated for 0.6FTE)

### BACKGROUND

The Canadian Midwifery Regulators Council (CMRC) is the network of provincial and territorial midwifery regulatory authorities in Canada. CMRC encourages excellence among its members through collaboration, harmonization and best practice. The CMRC was incorporated in 2012 and has grown significantly over the past decade. Midwifery is regulated in all provinces and territories in Canada. The CMRC is responsible for establishing Canadian Competencies for Midwives and administering the Canadian Midwifery Registration Exam.

### THE OPPORTUNITY

The Executive Director provides strategic, operational and financial leadership to enable the CMRC to be a high-performing organization. Reporting to the Board of Directors, the Executive Director is responsible for the overall functioning of the organization and must be comfortable taking initiative, working independently, and balancing multiple priorities.

### RESPONSIBILITIES

1. Build relationships with members (regulators), midwifery associations and educators, and other partners to further the vision and mission of the CMRC.
2. Regularly review the strategic and operational plans to ensure that objectives are relevant and that the work of the organization is in line with specified goals.
3. Support the Board of Directors during and between quarterly meetings, and work with numerous CMRC committees to advance organizational activities.
4. Schedule meetings, set agendas, take minutes, and follow up on action items from Board and committees.
5. Draft and revise CMRC policies and position statements.
6. Work with partners to develop and implement a rigorous process to revise the *Canadian Competencies for Midwives* on a regular basis.
7. Lead special projects, including defining requirements, timelines, scope, budget, and implementation and evaluation plans.
8. Communicate regularly with CMRC members and partners using a variety of communication channels.
9. Ensure financial accountability by developing annual budgets, monitoring regular financial reports, and supporting the Treasurer to report to the Board of Directors.
10. Identify new sources of funding and write grant proposals.

11. Ensure the organization is in compliance with relevant legislation; complete all appropriate filings.
12. Manage human resources, including any staff, consultants and volunteers (subject matter experts).
13. Manage all aspects of the Canadian Midwifery Registration Exam (CMRE), including its administration twice per year. This involves managing the practice exam, working collaboratively with the psychometrician, handling candidate registration and payment, evaluating accommodation requests, issuing payment receipts, and communicating exam results to candidates and regulators.
14. Recruit and organize subject matter experts to develop, validate and standard set the items for the CMRE. Administer payments to midwife experts for this work.
15. Update CMRC website and Board portal on a regular basis.

#### EXPERIENCE REQUIREMENTS

- Strong knowledge of regulation in Canada
- University Degree, preferably Master's Degree in health administration/business administration or comparable experience
- 5 or more years of relevant organizational management experience
- Knowledge of governance best practices
- Experience working with Boards and committees
- Budgeting and financial management experience
- Excellent communication and interpersonal skills
- Knowledge of relevant legislation applicable to a non-profit
- Familiarity with identifying funding opportunities and writing grant proposals
- Knowledge of current challenges and opportunities relating to the mission of the organization
- Strong computer skills
- Demonstrated commitment to diversity, equity and inclusion
- High level of personal initiative, setting and achieving challenging goals
- Bilingualism (French and English) is a strong asset

#### FOR MORE INFORMATION and TO APPLY

If you have questions about this position, contact [admin@cmrc-ccosf.ca](mailto:admin@cmrc-ccosf.ca) prior to October 30, 2024. Interested candidates should submit a cover letter and CV to [admin@cmrc-ccosf.ca](mailto:admin@cmrc-ccosf.ca) by this same date.

The CMRC recognizes the value of lived, educational, and professional experience in skill building. If you are enthusiastic about this opportunity and believe you have the capabilities and commitment to the objectives and responsibilities of the position, but your qualifications do not align perfectly, we encourage you to apply. Accommodation is available on request for candidates taking part in all aspects of the selection process.

A valid criminal record check and credit check will be required by the successful candidate.

While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.

#### TERRITORIAL ACKNOWLEDGMENT

CMRC acknowledges that its head office is on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions that Metis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening this community, our province and country.