

THE CHEMICAL INSTITUTE OF CANADA
Roles and Responsibilities

Executive Director

About Us

The Chemical Institute of Canada (CIC) is a member-based not-for-profit association that champions the advancement of the chemical sciences in Canada. We help our members connect, learn, celebrate excellence, and grow their careers. Our renewed commitment is to support the chemical sciences community excel in sharing and celebrating their discoveries while ensuring the current and future generations of leaders are ready to foster a more resilient, inclusive future for everyone in Canada. We are undergoing a comprehensive strategic planning process aimed at serving members, especially early-career professionals, increasing regional engagement, and fostering increased collaborations by 2030. Join us as we embark on this exciting journey to shape the present and future of the chemical sciences and engineering community. Learn more about how the CIC serves 4,000+ chemical science professionals here (www.cheminst.ca) and imagine yourself as a part of the team!

Overview

Position

The Executive Director is the visionary and operational leader responsible for guiding the organization into its next chapter of growth, sustainability, and impact. Reporting to the Board of Directors, the ED will oversee the organization's overall financial stewardship, strategic execution, risk management, and day-to-day operations. This role requires a dynamic leader who can seamlessly bridge the gap between high-level strategy and operational excellence managing a dedicated national team, cultivating vital external partnerships, and supporting robust governance.

The ideal candidate is a collaborative executive who excels at navigating complex multi-stakeholder environments, balancing operational efficiency with the distinct needs of our member societies, and serving as a compelling advocate for the profession on both a national and international stage.

Responsibilities

Strategic Leadership & Board Governance

- **Execute Organizational Strategy:** Partner closely with the Boards (CIC, CSC, and CSChE) to translate high-level strategic plans into actionable operational goals, aligning staff priorities and adaptively adjusting direction based on emerging internal and external trends.
- **Ensure Strong Governance & Board Support:** Maintain strict compliance with organization by-laws and relevant legislation; support overall Board effectiveness by managing meetings, facilitating comprehensive onboarding, driving policy updates, and ensuring impeccable record-keeping practices.

Financial Stewardship & Sustainability

- **Drive Long-Term Financial Health:** Provide strategic leadership to ensure the organization's long-term financial sustainability and resilience through the meticulous stewardship of resources.
- **Financial Oversight & Revenue Generation:** Oversee budgeting, financial planning, reporting, audits, and compliance while actively identifying innovative opportunities to strengthen revenue streams, secure sponsorships, and optimize expenditures.

Operational Leadership & Human Resources

- **Manage People & Operations:** Direct the National Team by overseeing day-to-day operations, hiring, and performance management to foster a productive, safe, and legally compliant workplace.
- **Drive Operational Efficiency:** Continually optimize the structure and efficiency of the National Team; lead any necessary team reorganizations or structural changes through the proper channels.
- **Committee Collaboration & Approvals:** Work in close alignment with the CIC HR Board Committee (comprising two members from each of the CIC, CSC, and CSChE societies) to secure mandatory approvals for all hiring, termination, and reorganization events.
- **Resource & Work Hour Allocation:** Establish, schedule, and manage the annual allocation of working hours across the CIC, CSC, and CSChE, ensuring the plan is presented to and approved by the CIC HR Board Committee.

Risk Management, Compliance, & Integrity

- **Mitigate Organizational Risk:** Proactively identify, assess, and mitigate financial, legal, and reputational risks to protect the organization's integrity.
- **Ensure Data & Regulatory Compliance:** Guarantee robust data and privacy protection protocols, maintain strict regulatory compliance, and ensure the organization carries appropriate insurance coverage.

External Representation & Advocacy

- **Serve as Chief Spokesperson:** Act as the primary external face and voice of the organization to enhance its reputation nationally and internationally.
- **Build Partnerships & Support:** Cultivate high-impact partnerships, secure lucrative sponsorships, and champion advocacy efforts that advance the profession on a global scale.

Publications Stewardship & Editorial Independence

- **Administrative Management:** Serve as the primary administrative steward for the organization's journals, managing publisher relationships, negotiating contracts, and ensuring proper administrative staffing, reporting, and operational support.
- **Safeguard Editorial Independence:** Maintain a strict, uncompromising separation between administrative responsibilities and editorial authority, actively safeguarding the editorial independence and governance of the CIC/CSChE/CSC publications.

Qualifications

What you'll bring

- Outstanding communication and public speaking skills, with the presence and credibility to serve as a national and international spokesperson and advocate for the profession.
- The ability to look ahead, spot emerging industry or sector trends, and proactively adjust organizational priorities to maintain relevance and resilience.
- Success serving as an Executive Director, CEO, or senior leadership role, ideally within a member-driven association, non-profit, or complex multi-stakeholder organization.
- Bilingualism (English/French) is not necessary but highly desirable.

Education

- Post-secondary background in science, engineering and/or finance preferred.

Experience

- 5+ years of senior experience management of a team, department, or small company.
- 3+ years of experience working with two or more of the following: financial statements, budgets, investment policies, cash flow projections, and payroll. Please mention your specific experience in your cover letter.
- 3+ years of experience working with two or more of the following: conference handling, marketing, IT security, risk management, and integrity
- 3+ years of experience working with a board of directors, with responsibilities for governance and strategic planning
- 2+ years of experience with a non-profit organization, preferably a member society (or similar), is desirable.
- Academic publishing exposure/experience, from submission to print/digital publication, is not necessary but welcome. Please mention your specific experience with an aspect of this publishing cycle you might have.
- Knowledge of conference handling and marketing is not necessary but welcome.

Working Conditions

- Remote work exclusively.
- Capability to operate within all Canada time zones.

Salary

- Negotiable depending on experience and qualifications.

Why Join Us?

- Impact: Play a key role in shaping the future of the chemical sciences in Canada.
- Community: Be part of a vibrant and inclusive professional community.
- Professional Growth: Opportunities for professional development and career advancement.

Benefits

- We are pleased to offer an organization-funded RRSP contribution program after two years of continuous service with the CIC.
- Full-time employees are also entitled to participate in the CIC's partially-sponsored health and life/disability benefits plan. Employees can expect to pay 100% of Life and Disability benefits, and have the CIC cover 75% of the health component of the benefits.
- Finally, we offer 15 days of annual paid vacation leave, and up to 6 paid wellness days, in addition to statutory holidays and leaves.

How to apply

- Interested candidates should submit their cover letter and resume in one pdf file via e-mail to apply@cheminst.ca indicating the job title in the subject line as soon as possible.
- This posting is intended to fill a recently vacated position within our organization. Applications will be accepted **until August 3, 2026**. We encourage interested candidates to apply as soon as possible, as applications will be reviewed on an ongoing basis.
- To ensure a fair and streamlined process, inquiries via telephone will not be accepted. All communication regarding the role must be directed through the application email.
- We are committed to a fair and transparent hiring process. We value authentic communication and insight into your unique leadership journey. **Applications utilizing AI-generated content for resumes or cover letters will not be considered.**

The Chemical Institute of Canada is an equal opportunity employer committed to creating a safe, diverse, and inclusive environment. We encourage qualified applicants of all backgrounds including ethnicity, religion, disability status, gender identity, sexual orientation, family status, age, nationality, and education levels to apply. If you are contacted for an interview and require accommodation during the interviewing process, please let us know. We thank all applicants for their interest. Only those selected for an interview will be contacted. Together, we will bring our Strategic Plan 2030 to life.