



Founded in 1925, the Canadian Dermatology Association (CDA) represents over 800 certified dermatologists across Canada. The association exists to advance the science and art of medicine and surgery related to the care of the skin, hair, and nails by providing continuing professional development for its members, and by supporting and advancing patient care and raising awareness through thought-provoking public education campaigns. The National Office manages a budget of over \$3 million with an Ottawa based team of professionals.

Currently, the CDA requires an experienced **Manager, Professional Development and Events**

Reporting to the Chief Executive Officer, and working closely with the Director, Health Policy and Accreditation, the Manager, Professional Development and Events, is responsible for the operational planning and implementation of education and professional development programs and events led by the CDA.

Duties and Responsibilities:

Professional Development

- Develop and implement professional development and education projects for CDA membership for both in person and on-line delivery
- Use standard project management methodology, tools, and reporting, provide oversight of all assigned projects; set and monitor project budgets
- Draft contracts for suppliers, track, and process invoices
- Work effectively with external suppliers to assess, select, manage, and execute external services
- Ensure all learning and development initiatives have clear outcomes and success metrics aligned to the membership value proposition
- Create electronic evaluations for all accredited sessions, analyze metrics used to measure effectiveness, provide detailed written reports
- Lead, manage, collaborate, and coordinate activities with internal and external subject matter experts, for content development, promotions and delivery and project close out
- Manage bursary/scholarship programs related to professional development programs
- Keep informed of new learning and development methods, techniques of competitors, and new products/services or approaches to leverage knowledge transfer and learning
- Ensure all project documentation is completed, including accreditation requirements.

Event Management

- Manage end-to-end development and execution of events, such as virtual and in person conferences, promotion, and other special events.
- Oversee professional conference organizers, contracted event management services and other external service providers
- In conjunction with Corporate Communications, prepare materials and event content and promotions for website and social media
- Ensure on site event execution and post event evaluation and close out.

Required Skills and Qualifications

- Post-secondary education with a concentration in adult education and instructional design combined with project management certification preferred
- Advanced training in instructional design and event management
- 8 years of progressively complex senior project management roles with a track record of quality delivery and on-time performance
- Demonstrated use of advanced project management methodologies

- Strongly digitally focused, with database management and virtual conferencing, including MSCRM, SharePoint and Zoom web conferencing
- Proven ability to develop training initiatives, programs, materials, and educational reference tools
- Understanding of Royal College accreditation policies and ethical considerations of industry participation
- Must be a self-directed and mature Manager with excellent time management and organization abilities
- Must love to manage multiple competing priorities, manage tight deadlines, and thrive in a busy, fast-paced environment
- Must be available to flex time for some scheduled evening meetings
- Bilingualism and experience with association or not-for-profit environment are definite assets

CDA Core Competencies for Success

- Communication – communicates for results, both orally and in writing.
- Self-Management – highly accountable and takes initiative.
- Technical Knowledge – strong positional technical knowledge, client-focused, ability to align with organizational strategies, and keen attentional to detail.
- Managing People – ability to work cooperatively with team members, ability to build both formal and informal professional relationships, ability to collaborate with other members in pursuit of common missions, vision, and goals.
- Solutions Oriented – strong problem-solving skills with the ability to think analytically.

To find out more information about the CDA, visit our website at www.dermatology.ca

To apply for this full-time, permanent position, please submit your résumé, cover letter and salary expectations by Friday, November 5th to careers@dermatology.ca.

Successful candidate must provide proof of full vaccination against COVID-19.

While we sincerely thank all those that apply, only those selected for an interview will be contacted.

The Canadian Dermatology Association is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act 2005, upon request, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities.