



Director of Corporate Governance, Compliance & Risk

Located in the Bristol Circle neighbourhood of Oakville, with easy access to the 403, QEW and the Cineplex Oakville Entertainment Centrum, GFD of Canada (“GFD”) is a fraternal benefit society dedicated to serving bereavement professionals across Canada. Our environment is friendly, flexible and inclusive. At GFD, you will be working in a progressive forward-thinking financial services company that is growing quickly and has lots of opportunity for career growth and advancement.

Position Summary

Reporting directly to the President & CEO, the Director of Corporate Governance, Compliance & Risk will be responsible for facilitating the operations of the Board of Directors and its Committees. In collaboration with the Executive Leadership Team, the incumbent will also be required to coordinate all efforts related to corporate compliance and regulatory obligations for GFD and its subsidiaries, and act as Corporate Secretary.

Key Responsibilities

The successful incumbent will be responsible for, but not limited to, facilitating the development and execution of the organization’s long term strategic goals, oversight of the enterprise risk management framework, and develop and implement governance best practice through Board policies and procedures. The successful incumbent will also be responsible for fulfilling obligations of the Corporate Secretary including preparing agendas, presentations and briefing materials for all Board meetings, taking minutes of meetings, communicating action items to the Executive Leadership Team, and maintenance of corporate files and records. Filing of all regulatory and compliance requirements on a monthly, quarterly and annual basis will also fall under the purview of the role.

Qualifications & Skills

- University Degree In Business Administration, along with 3-5 years’ experience working with senior executives, Boards of Directors, external stakeholders and partners, or the equivalent of education and experience;
- Must have a GPC.D designation or in the process of completing such designation.
- A thorough understanding of governance structures and processes, ideally in a private/ not-for-profit or financial sector;
- Experience filing compliance/regulatory matters with government agencies;
- Strong political acuity; must be diplomatic and have the ability to exercise sound business judgement and maintain confidentiality in handling sensitive information;
- Proficiency in use of CRM systems and digital platforms including Microsoft Teams, Zoom, etc.;
- Exceptional interpersonal and communication skills (written and verbal) including the ability to work effectively with individuals at all levels within and outside the organization;
- Superior administrative and organizational skills including filing of hard and electronic records of the organization;
- Executive writing skills including experience drafting and editing briefings, legal memoranda and executive summaries;

- Must be proficient in Technology;
- Conducting legal research, providing additional support to Board of Directors and GFD Executive Management as needed;
- Proven time management skills, with an ability to effectively establish and execute priorities in a dynamic and changing environment;
- Paralegal or Jr. legal would be considered an asset; and
- Drafting legal documents, certifications, contracts, briefs, complaints, subpoenas, motions, and pleadings and/or handling contract negotiations would be considered an asset.

The salary range for this position is \$72,000 to \$90,000 per annum. GFD offers a benefit plan, and an RRSP matching, along with paid sick and vacation time.

The successful candidate must be fully vaccinated against Covid-19, or provide satisfactory documentation indicating they are eligible for an exemption under the Human Rights Code of Canada. Interested applicants can send their cover letter and resume to the attention of Lorna Proulx at HRCS.GFD@gmail.com. Please indicate Director, Corporate Governance, Compliance and Risk in the subject line. Please indicate your personal email address in your resume and a number where you can be reached, should you be chosen for an interview.

Deadline for accepting applications is **January 21, 2022 at 4:30 p.m.** Only those applicants chosen for an interview will be contacted. We thank all applicants that apply for considering GFD of Canada as their future employer.

During Covid-19 the successful incumbent may be required to work from home, and will be required to attend the office from time to time in accordance with any health & safety regulations that are in place. GFD will supply the necessary office equipment required.