Canadian Council of Cardiovascular Nurses | Conseil canadien des infirmières et infirmiers en soins cardiovasculaires

Executive Director – Role Description

Canadian Council of Cardiovascular Nurses (CCCN)

Position Purpose

The Executive Director (ED) is CCCN's senior operational and association-management leader. Working under the direction of the Board, the ED is responsible for translating Board-approved strategy into effective operations, strengthening member value, supporting financial sustainability, building partnerships and ensuring reliable delivery of CCCN programs and services.

The ED does not need to be a nurse or cardiovascular nursing specialist. CCCN's Board provides the nursing and cardiovascular specialty expertise. The ideal candidate brings strong association/business leadership, sound financial and operational judgment, relationship-building ability, project management, communication and follow-through. CCCN is currently governed by a working Board that works actively and collaboratively with the ED.

Key Accountabilities

1. Strategic Leadership

- Work with the Board to implement the current five-year strategic plan through 2029.
- Lead an annual strategic review and translate priorities into a practical annual operational plan and key performance indicators (KPIs).
- Bring forward opportunities for innovation, growth, partnerships and improved member value.

2. Governance & Board Support

- Support Board and committee meetings, agendas, reports, minutes and action follow-up.
- Maintain clear governance/management boundaries and advise when Board decisions are required.
- Support policy, bylaw and committee work.

3. Financial Sustainability & Revenue Growth

- Oversee sound financial administration, budgeting, reporting and controls.
- Develop diversified funding strategies including corporate partnerships, grants, unrestricted funding and appropriate sponsorship.
- Build relationships and pursue multi-year opportunities; report pipeline and results transparently.

4. Member Engagement & Value

- Strengthen recruitment, retention and engagement across Canada and local chapters.
- Support volunteer opportunities, recognition, early-career/student engagement, mentorship, networking, special interest groups (SIGs) and online communities in collaboration with the Board/committees.
- Use member feedback to improve services and demonstrate the value of membership.

5. Operations & Project Management

- Suggest, implement and maintain a practical task-management platform.
- Ensure projects have owners, timelines, status, barriers and follow-up.
- Streamline processes and maintain reliable documentation and organizational records.

6. Communications & Responsiveness

- Provide a concise monthly Board/executive update.
- Respond promptly to Board and member inquiries; triage matters to appropriate Board/committee expertise.
- Maintain consistent, professional communication with members, partners and stakeholders.

7. Conference, Education & Scientific Support

- Lead operational delivery of the annual conference and approved webinars/events.
- Support scientific/educational planning, abstracts, speakers, continuing professional development/accreditation administration and evaluation in collaboration with volunteers.
- Respect Board/committee authority over key conference/program decisions.

8. Research, Knowledge Translation & Advocacy

- Support research priorities, publications, position statements and knowledge mobilization.
- Develop/support advocacy and stakeholder engagement aligned with Board priorities.

9. Technology, Records & Risk

- Ensure CCCN retains access and ownership of its website, data, files, accounts and digital assets.
- Maintain appropriate privacy, security, access and continuity practices.
- Identify operational, financial, contractual and reputational risks early.

First 90 Days

- Meet Board members, key volunteers, partners and relevant stakeholders.
- Engage in Spring Conference preparations.
- Review financial position, contracts, membership data, technology, strategic plan, active projects and funding/sponsorship pipeline.
- Establish communication protocols, project dashboard and access/records practices.
- Present an initial revenue/funding strategy, member-engagement priorities and quick wins.
- By day 90, present a 12-month operational plan and KPI framework for Board approval

Core Competencies

- Association/non-profit management; strategic planning; financial literacy; fundraising/partnership development; project management; governance; communications; event management; stakeholder relations; technology/data stewardship; problem solving; change leadership; discretion and follow-through.

Performance Measures

- Performance will be assessed against the Annual Management Agreement / Performance Schedule, including service standards, deliverables, financial accountability, project completion, membership engagement, funding/revenue progress, conference/event delivery and Board feedback.

Working Relationship

The ED is expected to be accessible, responsive, transparent, practical and collaborative. CCCN values open-minded leadership and constructive challenge. The ED should make recommendations, not simply await instructions, while respecting the Board's governance authority.