

Position Specification

Global Risk Institute in Financial Services

Director, Events and Education

August 2022

POSITION SPECIFICATION

Position	Director, Events and Education
Company	Global Risk Institute in Financial Services
Location	55 University Avenue, Suite 1801 Toronto, Ontario M5J 2H7
Reporting Relationship	Chief Operating Officer (COO)
For more information	info@globalriskinstitute.org

COMPANY BACKGROUND/CULTURE

The Global Risk Institute (GRI) is a premier organization that defines thought leadership in risk management for the financial industry. GRI brings together leaders from industry, academia, and government to draw actionable insights on risks globally.

The organization was founded in 2010 as a result of efforts by the financial industry and the federal government to build capacity to manage and prevent risks within Canada's financial institutions and to build a global profile for the industry.

Through engagement activities with its member institutions, GRI builds integrated risk management capacity for private and public sector professionals. It also acts as a hub, stimulating evidence-based debate among regulators, practitioners and academics engaged in risk. GRI's objectives are to:

- Build risk management capacity in the financial services industry
- Leverage our convening capability to foster effective conversations among the public and private financial sectors
- Deepen and broaden our collective understanding of financial industry risks through research, education, and events
- Continue to expand our financial industry membership reach and engagement, while building our brand in risk management

GRI has become the leading forum for ideas, engagement and emerging trends in risk management in the financial services sector and is well positioned for the future. Through ongoing growth in its partnerships, membership and programming, GRI continues to build strong connections, provide critical research, education and events for risk leaders globally.

KEY RESPONSIBILITIES

The Director, Events and Education will manage and execute the various programs that are delivered to the GRI members.

EDUCATION MANDATE

- Working with the senior management team, coordinate the design and delivery of education and networking forums that can contribute to the establishment of communities of best practice around emerging risk management issues, and thereby support the continuous improvement of risk management practices for GRI's members
- Education Activities
 - Responsible for the delivery of all education programs
 - Ensure that education programs are updated and current
 - Work with the Member Services Manager to determine the learning needs of the member organizations
 - Work with the Marketing and Communications team to invite, promote Events and Education to members and prospects

EVENTS MANDATE

- Lead the execution of a variety of events aimed at the GRI membership in the form of in-person and digitally delivered events, and roundtables
- Ensure the success of the development and delivery of the Annual Summit.
- Work with the Senior Leadership Team, be ultimately responsible for the strategic development of the events calendar and ensuring GRI has events planned several months in advance
- Work with the Events Manager to ensure member events are properly executed
- Work with the Senior Leadership team to develop and update education offerings at both executive and Board levels.

YEAR ONE CRITICAL SUCCESS FACTORS

- Execute a comprehensive Education and Events Plan which will align with GRI's focus and objectives and is consistent with the Board approved Strategic Objectives
- Working with the COO, determine a methodology to track and analyze the effectiveness of the events and education programs
- Determine and implement a solution to improve the registration process through to data analysis

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The Director, Events and Education will be a team player with a proven ability to collaborate with eminent researchers and thought leaders from different backgrounds.

- Excellent communication and interpersonal skills, and ability to act as an advocate and spokesperson for GRI and, more broadly, financial service sector risk management in Canada
- Knowledge of the Financial Sector and Risk Management
- Working knowledge of best practices in the delivery of high impact events and educational programs, including effectively leveraging technology
- A solid track record of leadership experience in a complex organizational environment
- A demonstrated ability to exercise sound judgment in highly complex situations, to manage competing priorities and to rank strategic priorities
- Ability to effectively engage, balance the interests of and build effective relationships with a broad range of stakeholders
- Highly organized, with superior ability to take initiatives from concept to final execution stage, and thereby drive tangible organizational outcomes
- Comfort level with digital events platforms and results analysis

EDUCATION

Undergraduate degree relating to Business and Finance

COMPENSATION

A competitive compensation package.

TO APPLY

Please provide a short cover letter telling us why you're a great fit for the organization and this role. Include your resume and submit the package to:

SukYee Ang
Director, Finance
sang@globalriskinstitute.org

Please note that only candidates selected for an interview will be contacted.