



CANADIAN COLLEGE OF
HEALTH LEADERS
COLLÈGE CANADIEN DES
LEADERS EN SANTÉ

Contact:

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Position title: Manager, Strategy
Reports to: Chief Operating Officer
Date: August 2025

SUMMARY OF POSITION

The Manager of Strategy plays an essential role in supporting the CEO, COO and Board of Directors to ensure effective governance, strategic execution, and organizational performance. This collaborative role blends executive-level support, corporate strategy, risk management, and Board operations. The ideal candidate is an organized, strategic thinker with a strong sense of discretion, judgment and initiative.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

Board and Governance Support

- Act as Board Secretary, managing all aspects of board and committee meetings (scheduling, materials preparation, minute-taking, follow-ups).
- Ensure compliance with governance policies, bylaws, and applicable regulations.
- Coordinate board communications and maintain accurate records of board decisions and documents.
- Liaise with the Board of Directors and individual Directors as required.
- Lead the execution of the CCHL Annual General Meeting.
- Verifies and approves Board of Directors' expense claims for in-person meetings.
- Maintain Board Governance Policies, Orientation material, and BOD portal.

Executive Support

- Provide strategic and operational support to the CEO and COO, including briefing notes, project tracking and decision support.
- Serve as a thought partner to the CEO and COO, helping prioritize initiatives and drive execution.
- Manage scheduling, communications and follow-ups on behalf of the CEO and COO.

Corporate Strategy and Performance

- Support the development, tracking and reporting of the organization's strategic plan and key performance indicators.
- Work with the Senior Leadership Team to facilitate quarterly and annual departmental performance reviews.
- Work with the Senior Leadership Team to determine that projects are aligned with the corporate goals and strategy plan of the organization.

Risk Management

- Support the organization's risk management processes, including identifying, assessing, mitigation planning and reporting.
- Work with Senior Leadership Team to ensure appropriate risk management and mitigation strategies and policies are in place.
- Work with Senior Leadership Team to prepare risk-related materials for Board review.

QUALIFICATIONS

Education and Experience

- 10+ years work experience, ideally in a healthcare setting.
- Bachelor's degree in Business, Public Administration, or a related field.
- Master's level training would be considered an asset.
- 5+ years of experience in corporate strategy, governance, and/or executive support.
- Experience working with Boards of Directors and senior leadership teams.
- Knowledge of strategic planning, performance measurement and risk management frameworks.
- Experience in health leadership and working with health leaders is considered an asset.
- Excellent organizational, communication and project management skills.
- Proven track record of working in environments where a high level of discretion, professionalism, and safeguarding of confidential information was required.

Skills and Attributes

- Bilingual in both official languages is considered an asset.
- Strategic mindset with strong attention to detail.
- Strong listening skills with the proven ability to understand and synthesize complex issues or situations.
- Superior written and oral communication skills.
- Outstanding, proven interpersonal skills.
- Ability to travel when required.