

Advertisement

Executive Director  
Canadian Menopause Society

Feb 11, 2025



## About the Opportunity

Are you a dynamic leader passionate about women's health? The Canadian Menopause Society / Société Canadienne de Ménopause (CMS/SCM) is seeking an Executive Director (ED) to provide strategic leadership, operational management, and advocacy. This is a unique opportunity to lead the organization's mission to advance the health of women at and beyond the menopause transition.

## About the Society

The Canadian Menopause Society / Société Canadienne de Ménopause (CMS/SCM) is a multidisciplinary group of family physicians, specialists and healthcare professionals interested in menopausal and postmenopausal health. The CMS/SCM is dedicated to pioneering excellence in menopause education, cutting-edge research, impactful advocacy, and effective knowledge translation. We provide resources and support through a multidisciplinary and inter-professional network of Canadian healthcare providers dedicated to evidence-based care of individuals during and after this stage of life.

## About the Role

As the Executive Director, you will be responsible for the strategic leadership, operational efficiency, and overall management of the CMS/SCM. This role requires a unique blend of visionary leadership and hands-on management skills. You will work closely with the Board of Directors to ensure the Society's mission, values, and financial sustainability are upheld. The position requires a 0.2 to 0.3 FTE commitment, which is negotiable. We offer a competitive salary based on experiences and qualifications. The work location is primarily remote; however, you must be prepared to travel and work a flexible schedule. The start date is July 1, 2025 or negotiable. Term is for 3 years with opportunity for reappointment.

# Key Responsibilities

## **Leadership & Strategy:**

- Develop and implement the strategic vision, operational plans, and policies in collaboration with the Board.

## **Membership Engagement:**

- Drive membership growth, retention, and program alignment.

## **Operations Management:**

- Oversee day-to-day operations
- Ensuring compliance and efficiency

## **Advocacy & Communications:**

- Represent CMS at events, build partnership and enhance public awareness.

## **Financial Oversight:**

- Lead fundraising initiatives
- Manage budgets & monitor cash flow

## **Human Resources:**

- Plan staffing needs, evaluate staff, and implement HR policies.

# Qualifications

Applicants are encouraged to apply if they meet the following qualifications:

- A regulated healthcare professional with a strong interest or experience in menopause or women's health.
- Demonstrated leadership skills in nonprofit or voluntary organizations.
- Proficiency in financial planning, project management, and fundraising.
- Excellent written and verbal communication skills; bilingualism (English and French) is an asset

## How to Apply

- Qualified candidates are invited to submit their curriculum vitae and cover letter detailing their relevant experience and vision to [info@sigmamenopause.com](mailto:info@sigmamenopause.com).
- All candidates are encouraged to apply, but Canadians or permanent residents will be given priority.

## Commitment to Diversity and Inclusion

- The Canadian Menopause Society is committed to fostering an inclusive and diverse workplace. We welcome applications from all qualified individuals, regardless of gender, race, age or ability. Join us in our mission to improve the health and well-being of menopausal women across Canada!
- If you have any questions about this posting, please contact Nese Yuksel at [info@sigmamenopause.com](mailto:info@sigmamenopause.com).