



**Competition:** 19-02 Executive Director, Pension Policy and Communications

**Position Type:** Full-time, Permanent (Excluded)

**Closing Date:** Open until suitable candidate is found

Reporting to the CEO, SFPP Corporation, the Executive Director, Pension Policy and Communications (the Executive Director) leads the development and implementation of plan documents, pension and funding policies, and communication strategies to support SFPP Corporation in its role as trustee of the Special Forces Pension Plan (SFPP) Fund and Administrator of the Plan. Primary areas of responsibility include providing pension policy information, education, research, analysis and advice directly to the SFPP Sponsor Board, SFPP Corporation Board of Directors, and to the CEO of SFPP Corporation. The Executive Director works with the Plan actuary to provide sound advice to SFPP Sponsor Board, and to SFPP Corporation's Board of Directors on funding and related issues; monitoring the performance of SFPP Corporation's service providers and developing and managing SFPP Corporation's communications strategies.

As a key member of SFPP Corporation's executive leadership team, the Executive Director plays a key role in the development and execution of SFPP Corporation's strategic plan and business plan and is responsible for ensuring the Corporate Board has all the information required to realize the Strategic Plan.

This position requires exceptional attention to detail skills, strong organizational skills and efficient time management abilities in order to make decisions with conflicting priorities and time sensitive deadlines.

#### **Qualifications:**

- Bachelor's degree in a related discipline (law, political science, commerce, economics, communications or a similar designation).
- Minimum of 10 years of progressive experience in a managerial or professional position within a pension environment is required.
- Certification as an employee benefits specialist (CEBS) or pension plan administration (PPAC) designation would be beneficial.

#### **Knowledge**

- Working knowledge within a pension plan environment.
- Strong understanding of pension principles and theories.
- Knowledge of actuarial and financial principles and theories.
- Knowledge of legal principles is desirable.

#### **Skills and Abilities:**

- Proven managerial abilities are required (project management, leadership and team building).
- Superlative communication skills including written, verbal and presentation abilities.
- Talented in accessing, analyzing and synthesizing a diverse range of information and an ability to formulate logical, credible and politically sensitive solutions to issues that arise.
- Ability to think and act strategically with sound judgment and to the highest level of personal ethics.
- Formulates logical, credible and politically sensitive solutions to issues that arise.
- Effectively advises and provides information to the CEO, and the Board of Directors.
- Successfully builds professional and productive relationships with colleagues and diverse stakeholders.

- Ability to work with several professional disciplines, and understand financial accounting, actuarial and statistical data.
- Ability to speak to stakeholders' meetings and to the public.
- Good comprehension of technical materials, legislation, regulations, legal agreements, and basic familiarity with administrative law.
- Capacity to manage public policy and political issues.
- Actively researches and enhances knowledge, skills and best practices in pension management.
- Proactively identifies, manages and mitigates risks and issues.
- Highly motivated and comfortable working independently or collaboratively, and demonstrates a team-oriented approach.
- Result-oriented and an effective manager of time and resources.
- Strong customer and client service focus.
- Effectively delegates and supervises the performance of junior level staff members.

SFPP Corporation offers comprehensive and flexible [benefit packages](#).

### **How to Apply:**

If you are interested in this position, please submit your resume to [recruitment@sfpp.ca](mailto:recruitment@sfpp.ca). Each submission needs to clearly indicate the **competition number** of the position you are applying for.

**Please Note:** If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies at the same or lower classification.

*Thank you for your interest in SFPP Corporation. Only those candidates selected for interviews will be contacted.*