



FP Canada™

Advancing Professional
Financial Planning

LEAD INSTRUCTOR

At a time when society is facing unprecedented technological disruption in all walks of life, Canadians have a greater need than ever for personal financial planning advice with a human touch. That's where we come in.

We're [FP Canada](#). We are a team of passionate and progressive professionals, dedicated to championing financial wellness for all Canadians by certifying financial planners and leading the advancement of professional financial planning in Canada. At the FP Canada Institute™, we focus on education products, services and initiatives that contribute to improving the value that planners bring to their clients.

We are pioneers and leaders in our space, driven by a shared purpose to make a positive societal impact. By providing the financial planning profession with the leadership it needs, we strive to help financial planners ensure their clients achieve financial well-being in the digital era.

If you're looking for an influential role, in which you can truly leave your mark on an organization, and work with a team who share your values, then you could be our new **Lead Instructor**.

Position Overview

Reporting to the Director, Education, you'll be responsible for providing leadership and management of the day to day operations of FP Canada Institute's professional education and other learning programs. You'll serve as the first point of contact for students, own the student's "in program" experience, and will develop and maintain FP Canada Institute's academic standards for education delivery and student support. You'll be the face of the FP Canada Institute to our students, marking faculty and will play an important role in delivering instruction and helping the Institute achieve its mission to 'elevate practice.'

You'll also run the day-to-day operations of our CFP and QAFP Professional Education Programs including managing faculty, developing rubrics, hiring and training staff, and making recommendations to improve content and student assessment models. You'll manage 30+ markers who process 600+ assignments every month, and need to be a gifted educator and facilitator, a talented administrator, and uphold FP Canada's education standards. In addition to managing our education delivery, you will establish processes, routines, and tools for effective and efficient program management.

FP Canada™

902 - 375 University Avenue, Toronto ON M5G 2J5
Tel: 416.593.8587 | Toll Free: 1.800.305.9886 | fpcanada.ca

QAFP™



Practically speaking, you'll be responsible for the following areas and duties:

- **Education delivery** – act as the lead instructor by developing and maintaining marking standards, facilitate course delivery and student orientations and deliver programs virtually and in-person; provide student support, including through online discussions and virtual office hours, and identify opportunities to enhance our student support models
- **Management** – hire, train, and manage markers and instructors, establish and maintain a marking model from recruiting and training through to ongoing management of markers, develop marking processes and standards, coach and mentor markers and instructors, address performance gaps, support technical skill development to meet our standards, quality assurance review of all marking done by contract marking staff and mediate any disputes, manage resources to ensure marking is completed and issues are handled, escalate cases of misconduct to the Director, Education as needed, ensure markers meet timelines, conduct marking calibration events and sessions, identify opportunities to enhance and update marking models, monitor resource efficiency and cost, and participate in long-term strategic planning
- **Technical (financial planning and learning)** – recommend technical enhancements to programs, including learning content, case studies, marking guides and rubrics, participate in content maintenance cycles, develop and maintain student support and instruction presentations, develop and maintain marker orientation/training, guides and rubrics, and develop responses to students questions for purposes of online forums and use in virtual office hours

To succeed in this role, you'll need to have CFP qualifications and experience and excellent verbal and written communication skills. You'll also need to have experience in adult education and learning, and exceptional live and virtual facilitation skills with a knack for making complex concepts palatable for learners. You'll need to be adaptable and comfortable with ambiguity as learning programs change and evolve.

You'll also need strong interpersonal skills, a flexible and entrepreneurial mindset, a willingness to learn from leaders and peers, and strong people management skills as you coach and develop team members. We'll look to you to find continuous improvement opportunities and utilize your planning and execution skills to bring innovative ideas to fruition.

If the opportunity to work in an organization dedicated to championing better financial wellness for all Canadians excites you, then we want to meet you.

Working with FP Canada

This is a full-time, permanent position, offering a competitive base salary, health benefits, and paid vacation and personal days. You'll work Monday to Friday with flexible core hours and will need to be available for work like student support outside of typical business hours. Our office is in downtown Toronto, and due to COVID-19 you'll work remotely, and upon a safe return to office, remote employment is possible.

Our team is service-oriented, passionate, and driven to make an impact. We are a team of trustworthy, progressive, and principled professionals, who strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment in which we're all excited about this phase of growth.

Qualifications

Whether you come from corporate education facilitation or post-secondary institution education, we want to hear from you! Here's what we're looking for, but don't worry if you don't tick off every box:

- Certified Financial Planner (CFP)
- 5+ years of experience as a facilitator, providing instruction and delivering education to professional audiences online and in-person
- Experience managing educators or providing coaching
- Experience or strong proficiency with operationalizing education delivery and executing on plans to bring ideas to fruition
- Experience facilitating in a post-secondary education institution in financial planning or a related field, or facilitating corporate learning in the financial services industry
- Post-secondary degree or diploma in finance, business, or a related field
- Experience working with online learning tools, particularly LMS platforms (e.g., D2L/Brightspace) (an asset)
- Experience developing education policies and operational procedures as it pertains to a student's experience in academia (an asset)
- Fully fluent in both English and French (an asset)

How to Apply

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

We will review applications, **with priority given to those who have completed the assessment** and look forward to hearing from you.