

Canadian Program Manager, Institute for Divorce Financial Analysts (IDFA).

This is an exciting opportunity to make a difference. Half of all marriages end in divorce, and it will probably be the single largest financial transaction of their lives. We are creating a new position for someone to manage the process of updating our Canadian course content and support materials. We have experience working with over 2,000 financial professionals through our Certified Divorce Financial Analyst (CDFA) certification. In this newly created role you will help define the strategy and opportunities for making our Canadian CDFAs the best in the industry.

The Canadian Program Manager (CPM) is responsible for the accuracy of our Canadian materials and for the customer satisfaction of our Canadian members.

This position can be located anywhere in Canada.

Specific duties include:

- Drive growth of our Canadian business to meet or exceed company goals
- Manage the process for having our Canadian materials updated
- Represent IDFA at tradeshows and industry events
- Ensure that the CDFAs program is approved for continuing education (CE) at other Canadian financial and legal organizations
- Generate content as needed for social media
- Ensure customer satisfaction as measured by retention rate
- Provide second level customer support for Canadian members
- Support IDFA hosted conferences in Canada

Requirements:

- **MUST BE OUTGOING AND CHARISMATIC**
- Bachelor's degree in finance or related area
- Flexibility and ability to perform in a matrixed organization
- Superior Microsoft Office skills (Word, PowerPoint, Excel and Outlook)
- Ability to travel in the US and Canada up to 20% of the time

Preference for:

- Financial planning experience
- Experience managing a membership program
- Family law experience

To apply forward your resume to info@institutedfa.com with subject **Canadian Program Manager**