

## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

**Our Vision:** Leading family medicine. Improving lives.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

**Our Goals:**

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

---

<b>Position Title:</b>	<b>Manager, Family Medicine Forum (FMF)</b>
<b>Vacancy#:</b>	<b>2026-10</b>
<b>Department:</b>	<b>Conferences and Events</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Director, Conferences and Events</b>
<b>Direct Reports:</b>	<b>FMF Coordinator- Exhibits Lead; FMF Coordinator- Sessions Lead and FMF Customer Service Representative</b>
<b>Classification:</b>	<b>Management</b>
<b>Status:</b>	<b>Permanent Full Time</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Weekly hours:</b>	<b>35 hours per week</b>
<b>Salary:</b>	<b>\$104,855.52 - \$131,068.80</b>

### Summary

The Manager Family Medicine Forum role exists to provide end- to- end leadership and accountability for the Family Medicine Forum (FMF), ensuring it is strategically planned, expertly delivered, and continuously improved as the College's flagship conference. The position is responsible for integrating the

scientific program, exhibit hall, logistics, marketing, customer service, committees, and site strategy into a cohesive high quality and financially responsible event.

The key results include leading the development and delivery of a certified, high-quality scientific program; managing committees, vendors, budgets, timelines, and risks; supporting revenue generation through exhibits and sponsorships; and ensuring strong stakeholder, attendee, and partner experiences- while aligning FMF outcomes with long term strategic objectives and organizational standards.

### **Main responsibilities include but are not limited to:**

#### **Essential duties**

##### **FMF Planning and Execution**

- Lead the end- to- end planning, logistics, and delivery of the FMF, ensuring all aspects including timelines, staff/committees' responsibilities, budgets and vendor contracts, are managed effectively and align with organizational standards.

##### **Scientific Program Leadership**

- Oversee the development and delivery of a high-quality, certified scientific program, including content collection, review, speaker management, scheduling and compliance with certification guidelines.

##### **Committee and Stakeholder Management**

- Support and collaborate with the FMF Scientific Planning Committee, Leadership teams and internal stakeholders to operationalize the strategic plans, facilitate communications and provide regular progress reports.

##### **Exhibit Hall, Sponsorship and Marketing Oversight**

- Manage the FMF Exhibit Hall and sponsorship programs, ensuring revenue goals are met, partnerships are developed, and marketing initiatives- including print, digital, and promotional campaigns- are effectively executed.

##### **Customer Service and Corporate Leadership**

- Oversee customer service operations, policy adherence, and attendee support, while contributing as a leader within Corporate Service team to breakdown silos, foster collaboration, and model professional event leadership.

##### **General management duties**

- Develop, provide input, and/or implement Policies and Procedures.

##### **Supervisory duties**

- Implement staffing plans of the team/department.
- As a Hiring Manager for direct reports, I collaborate with Human Resources to develop recruitment plans based on staffing needs, participate in internal and external job candidate selection, including screening, conducting interviews, testing, and onboarding. Authorize all hiring/promotional decisions, ensuring compliance with all related policies and regulations.
- Implement adequate staffing levels for all direct reports to ensure service delivery and manage requests for time off in the CFPC Time Management System.
- Set performance goals and project deadlines that align with CFPC vision, mission, strategic plan, and team/departmental priorities in consultation with the Director. Organize workflow, delegate work to employees, monitor and address issues with productivity or work quality, track progress, and provide constructive feedback and coaching.

- Supervise direct reports and manage the performance of individuals through ongoing coaching, feedback, and development to motivate, engage and drive a high performing team.
- Promote and model the highest level of service (internally and/or externally) and ensure that direct reports deliver a maximum level of service and satisfaction is achieved and maintained. Work quickly to resolve complaints.
- Determine rewards and recognition within established policies and guidelines, both formal and informal, based on performance.
- Serve as an appropriate communication link between employees and all levels of management ensuring that everyone is kept informed.
- Ensure adherence to legal and organizational policies and procedures and undertake disciplinary actions if the need arises.
- Adhering to budget policies and procedures, and in consultation with Finance, manage operating and capital budgets for the team/department, including forecasting estimated and actual costs. Ensure cost control and expenses are in alignment with the budget.

#### **Related duties**

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.
- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.
- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.

#### **Requirements**

- Bachelor's degree in related discipline.
- Five (5) years of related experience (including supervisory experience).
- Certified Meeting Professional designation.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset.
- Advanced knowledge of communication management, event planning, and meetings management.
- Advanced interpersonal, organizational, accuracy, prioritization, diplomatic, judgment, relationship management, customer service, and stakeholder management skills.
- Advanced ability to work with committee members and external consultants/ groups.
- Advanced ability to work with established timelines.
- Advanced ability to set goals and objectives, develop work plans, determine results, and report progress.

- Advanced ability to lead a team and work independently.
- Related competencies: business acumen, customer focus, courage, positive approach, communication, building partnerships, influencing, building talent, inspiring others, driving for results, and facilitating change.

### Working Conditions

- Evening/ weekend work as required during FMF, site visits, etc.
- Some travel 2-3 times to FMF and related site visits including in and out-of-town <10% of the time.

This role is based in Mississauga, and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. In accordance with our Hiring Policy, at this time we are only considering applicants who live in the Greater Toronto Area. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

**There is a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).**

**If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2026-10 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by March 25<sup>th</sup>, 2026.**

**We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.**

*The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.*

*Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).*