



**COLLEGE OF  
DIETITIANS OF MANITOBA**  
Registered Dietitians. Promoting Standards

**College of Dietitians on Manitoba:  
Executive Director/Registrar**

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The College of Dietitians of Manitoba (CDM) is the regulating body within the province for dietitians and the profession of dietetics. The primary role of the College is to regulate the practice of dietitians to ensure protection of the public. Through *'The Registered Dietitians Act of Manitoba'*, CDM regulates the practice of dietitians, establishes the scope of practice, determines education standards and monitors the competency of its members.

CDM is seeking a highly skilled, passionate individual looking to take on a new challenge in providing strategic and operational leadership for the dietetic profession while acting within the public's interest.

**Position Summary:**

The Executive Director/Registrar will develop and coordinate the activities of the College in compliance with related Acts and By-laws and within the framework and budget approved by the Council.

**Reports to:** The Council of College of Dietitians of Manitoba

**Candidate Qualifications:**

- Must be a Registered Dietitian, eligible for registration with the College of Dietitians of Manitoba
- Masters level degree in dietetics, health administration or business would be an asset
- Eligible for membership with Dietitians of Canada
- Minimum 5 years' experience with specific work in an administrative capacity and leadership role
- Broad knowledge of the field of dietetics, professional organization and health care
- Strategic thinker with a good understanding of how a regulatory body works
- Experience managing budgets and working with financial statements
- Strong communication and interpersonal skills
- Excellent project management and time management skills
- Self-motivated with the ability to work independently and in a team environment

**Key Areas of Responsibility:**

**Regulatory and Legislative Role:**

- Develops, implements and monitors programs, policies, procedures, and practice directions to ensure compliance with *'The Registered Dietitians Act of Manitoba'*, CDM regulations, CDM bylaws and other pertinent legislation.

**Policy Development and Implementation:**

- Identifies emerging trends in dietetic practice and regulation, as well as current areas of concern to the College in regard to practice and facilitates the development of regulation, standards, policy and practice directions, as appropriate.

**Leadership and Human Resources:**

- Participates with the College Council in developing a vision and strategic plan to guide the organization and identifies/reports on performance outcome indicators for strategic goals.
- Provides leadership and overall direction to the CDM staff, including staff development, training and conducts staff performance evaluations.

**Financial Planning and Management:**

- Prepares and implements an annual administrative budget in collaboration with the Finance Committee and manages all financial functions including banking, investment management, and preparation of financial reports.

**Public / Member Relations and Communication:**

- Acts as the liaison between the College and internal and external stakeholders.
- Ensures proper management of the CDM registration database, member files, continuing competence and online renewal system and meets with the Office of the Manitoba Fairness Commissioner for audit according to the *'Fair Registration Processes in Regulated Professions Act'*.
- Develops and implements strategies for communication to support activities of the organization including, but not limited to, newsletters, email communications, website management, and in-person presentations.

Full job description available upon request

Job type: 0.65 FTE (approximately 25hr / week)

Closing date: July 4, 2018 – 1pm CST

To submit an application for this position, please send a résumé and cover letter, attention Amanda Nash to [hire.cdm@mymts.net](mailto:hire.cdm@mymts.net)