



 **NOW HIRING**

POSITION PROFILE

Senior Manager, Education and Professional Practice

REPORTS TO

Director, Regulatory
& Standards

LOCATION

Toronto, Ontario
(Hybrid)

EMPLOYMENT TYPE

Full-Time, Permanent

ORGANIZATION

Not-for-Profit |
Professional
Association

ABOUT CBV INSTITUTE

CBV Institute is Canada's only professional designation body dedicated exclusively to business valuation. Founded in 1971 and headquartered in Toronto, the Institute governs the Chartered Business Valuator (CBV) designation — a credential internationally recognized by courts, securities regulators, and other authorities.

With approximately 3,000 members and 800 students across Canada and around the world, CBV Institute establishes the practice standards, educational requirements, and ethical guidelines that uphold the integrity of the profession. CBV Institute is a leader in the international valuation community and is committed to advancing professional excellence for business valuation globally. In the face of rapidly changing business and financial landscapes, the Institute continues to evolve its programs and partnerships to advance the CBV profession.

THE OPPORTUNITY

CBV Institute is seeking a Senior Manager, Professional Practice & Education to manage two critical functions for the organization: the administration of our professional practice oversight activities and the development and delivery of our education and accreditation programs. This is a hybrid role suited to someone with strong technical valuation expertise who can move fluidly between regulatory/standards-focused work on one hand, and curriculum and credentialing work on the other.

Reporting to the Director of Regulatory & Standards, the successful candidate will work closely with senior leadership, committees, the Board of Directors, and external stakeholders, and will play a key part in maintaining the integrity and relevance of the organization and the CBV designation.

This is a high-impact role suited to a driven, self-directed professional who thrives in a purpose-led environment and who brings genuine passion for professional education, governance, and the advancement of a respected Canadian credential.

KEY RESPONSIBILITIES

Professional Practice

- Administer the Practice Inspection Program, including scheduling, review, and reporting.
- Assist with administering Conduct and Discipline proceedings, including liaising with complainants, respondents, the CDC, and legal counsel.
- Participate in updating and maintenance of practice standards in line with evolving regulatory and professional expectations.
- Assist with the ongoing development of thought leadership, professional practice guidance, educational resources and training addressing emerging technical issues, standards application, and ethics.
- Review and respond to exposure drafts from standard-setting bodies, coordinating input from relevant committees and members.
- Support the organization's engagement with regulators and peer professional bodies on practice-related matters.

Education Programs & Accreditation

- Assist in the continuous improvement of the CBV Program of Studies, including technical content development - monitoring trends in professional education, technology-enabled learning, and designation recognition, and identifying deficiencies and opportunities to keep the program current, accurate, and competitive.
- Lead the development and ongoing maintenance of the Membership Qualification Exam (MQE), ensuring that it meets the highest standards of rigour, fairness, and accessibility.
- Manage relationships and communications with registered students, including updating/drafting communications, responding to escalated inquiries, and providing advice, and handling complaints.
- Collect, analyze, assess, and summarize information for decision making processes (i.e., for use in meetings/presentations); and attend internal and external meetings, as required.
- Assist with promotional and marketing initiatives and events related to the Program of Studies.

Strategic Operations & Organizational Collaboration

- Use insights from practice inspections, standards updates, and broader industry trends to identify and recommend improvements to the education curriculum and CPD offerings.
- Represent CBV Institute at external forums, conferences, and stakeholder meetings as required.
- Build and maintain strong relationships with external stakeholders.

QUALIFICATIONS & EXPERIENCE

Required

- ✓ CBV designation in good standing, with at least 5 years of progressive valuation experience.
- ✓ Experience interpreting and applying professional standards.
- ✓ Experience developing or delivering professional education (e.g., teaching, facilitating, authoring cases, exam development, etc.).
- ✓ Strong stakeholder management skills, with the ability to work effectively with volunteers, committees, academics, and regulators.
- ✓ Demonstrated technical expertise in valuation.
- ✓ Experience writing or reviewing technical guidance, reports, or educational content.
- ✓ Strong project management skills.
- ✓ Excellent written, analytical, and communication skills.

Preferred

- ✓ CPA, CFA, or other relevant designations are an asset.
- ✓ Experience with digital transformation of education or training.
- ✓ Undergraduate degree in business, finance, or a related field; graduate degree is an asset.
- ✓ Bilingualism (English and French) is a strong asset.
- ✓ Experience with quality management, practice inspection, peer review, or regulatory compliance.

WHAT WE OFFER

- ✓ A meaningful leadership role at the helm of Canada's premier business valuation profession.
- ✓ A collaborative, respectful work environment with a hard working and dedicated team.
- ✓ Competitive compensation and benefits (including performance-based bonuses, extended health and dental coverage, wellness spending account, employer-sponsored RRSP, etc.) commensurate with a national not for profit professional association.
- ✓ Flexible hybrid work arrangement based in Toronto.
- ✓ The opportunity to shape the future of a 50+ year old institution during an exciting period of growth and evolution.

CBV Institute is committed to equity, diversity, and inclusion. We welcome applications from all qualified individuals, including those from underrepresented groups.