

**Colleges Ontario Director, Operations, Office of the President and CEO
Immediate Opportunity | Full time regular employment
Submission deadline: Friday, May 22, 2026 5pm EST**

Colleges Ontario is the association representing the province's 24 public colleges.

At Colleges Ontario, you'll be at the forefront of shaping the future of education, workforce development and economic growth across the province. As the collective voice of Ontario's public colleges and polytechnic institutions, we work where policy, industry and innovation intersect, driving conversations and solutions that strengthen communities, support employers and create opportunities for students across Ontario.

Our team is collaborative, forward-thinking and purpose-driven, united by a shared commitment to elevating the impact of the college sector and advancing a skilled workforce for Ontario's evolving economy.

Colleges Ontario is seeking a Director, Operations, to join our growing team. The Director, Operations is a key trusted advisor to the President and CEO on all matters related to the Office of the President and CEO and the strategic priorities of the organization. The position is responsible for advancing Colleges Ontario's mandate by providing executive leadership and support through risk management, addressing competing priorities and fostering a culture of excellence in member support and customer service within Colleges Ontario's leadership team, as we engage college president's, government and industry stakeholders.

The position is responsible for managing large-scale multi-stakeholder strategic and administrative projects (including capital and projects of a highly sensitive nature) with sector-wide implications.

Position Description

This position reports to the President and Chief Executive Officer



Compensation

This position is eligible for participation in the CAAT defined benefit pension plan, a comprehensive health and dental benefits package, generous vacation time and an annual salary range of \$110,000 to \$155,000 per annum.

Position Responsibilities

The Director, Operations is the key 'trusted advisor' to the President and CEO on all matters related to the President and Chief Executive Officers' responsibilities and Colleges Ontario strategic priorities and operations. The position is responsible for executive leadership and support to the President and CEO, managing complex issues and initiatives in support of College Ontario's mandate. The position has a strong mandate for excellence support and customer service within Colleges Ontario's leadership team, along with all college president's and Colleges Ontario stakeholders.

The position is responsible for managing large-scale, multi-stakeholder, strategic and administrative projects (including capital and projects of a highly sensitive nature) with sector-wide implications.

The position oversees and coordinates corporate service operations including facilities, Information Technology, financial and HR administration, compliance with provincial and funding body requirements within Colleges Ontario and supports the President with priorities and initiatives within the executive team.

The position interacts with multiple stakeholder groups across the sector and is responsible for working on behalf of the President and CEO with the Colleges Ontario Executive Team, all colleges, governments of all jurisdictions, and other stakeholders.

The position will oversee all project work conducted by the team at Colleges Ontario, working closely with the leaders responsible for project execution. The Director, Operations identifies to the President issues arising and advises on possible mitigation, solutions, and outcomes based on well researched best practices, trends, policies and procedures.

The position conducts complex search, applies critical thinking and provides sophisticated writing support to the President and Chief Executive Officer in generating internal and external communications including but not limited to reports, correspondence, announcements and updates.

The position is responsible to work with the Chief of Staff for all presidential committee planning and execution, and related action planning. The position works closely with the

President and Chief Executive Officer on Governance and Risk Management to align administrative strategic activities and outcomes with those of the governance bodies.

The position is responsible for all financial and administrative matters of the Office of the President and is expected to build internal systems and controls, standard operating procedures, processes, and reporting metrics that increase efficiency and transparency and maximize impact.

Qualifications

A degree in a related field including business administration, project management, operations, or public administration.

10+ years progressive operations and project management experience, including 3+ years in a leadership role

Experience in and knowledge of the post-secondary / college sector or education/nonprofit environment strongly preferred.

Demonstrated experience managing large, complex, multi-stakeholder projects and (preferred) a Project Management designation (example PMP).

High ethical standards and strong political acumen and commitment to confidentiality.

Results-oriented with demonstrated organization skills and ability to prioritize competing demands.

Strong financial management and analytical skills and demonstrated experience in budgeting and reporting.

Good knowledge of Human Resources practices and programs.

Strategic thinking with strong problem-solving and issue resolution skills.

Excellent written and verbal communication, negotiation and stakeholder management skills.

Proven ability to implement operational systems, policies and performance

Collaborative thinker and leader, with strong coaching and team development skills.

Comfort with digital tools and data-driven decision

Working Conditions

Colleges Ontario is a hybrid workplace with an expectation of a minimum 3 days per week working in the office at 130 Queen's Quay East. This arrangement will be reviewed regularly and is subject to change. This position will require some travel across Ontario and flexibility to accommodate occasional evening/weekend work for events and deadlines.

Application Submissions

Applications will be reviewed immediately and on an ongoing basis, with final closing 5pm EST on Friday, May 22, 2026. If you are interested, please submit a cover letter with resume [in one document], clearly outlining why you are interested in the position and how your experience and attributes align.

Applications may be sent to Careers@collegesontario.org noting in subject line "Director, Operations"