

The Ontario College of Family Physicians

Job Title:	Director, Professional Development and Curriculum Design
Accountable to:	Chief Executive Officer (CEO)
Date:	October 2025
Location:	Toronto
Pay Band:	\$123,960 - \$185,940 per annum
How to Apply:	Please forward a brief cover letter and resume to: ocfphr@ocfp.on.ca by 5:00 p.m. on October 23, 2025. Please use “Director, PD and Curriculum Design” in the subject line.

The OCFP represents more than 18,000 family physicians across the province. We support our members by advocating for the vital role family physicians play in delivering the highest quality care to patients and families across Ontario, providing evidence-based education and professional development, and recognizing leadership excellence in family medicine. The OCFP fulfills this mandate by continually responding to changes in the healthcare landscape and the evolving needs of family doctors.

Position Summary

Reporting to the CEO, the Director, Professional Development and Curriculum Design, is responsible for the strategic direction and management of comprehensive and innovative programs that increase the OCFP’s value proposition for members, support the success of Ontario’s family doctors and advance the OCFP’s Strategic Plan.

The incumbent works in collaboration with the CEO, SLT, OCFP Board of Directors, Committee Leads, and Faculty on strategic and business planning activities to support OCFP’s vision and long-term plan. The Director is accountable for providing strategic direction and oversight to ensure the successful delivery of educational programs, certification processes, curriculum development and professional development activities for members. As a member of the OCFP’s senior leadership team, the Director establishes and nurtures effective relationships with OCFP colleagues, physicians, government and system stakeholders.

With a deep knowledge of family physicians, Ontario Health Teams and health system transformation, the incumbent provides practical, responsive, and timely support to members and is agile in adapting programs quickly as the environment and member needs evolve. The Director must be responsive to emerging issues facing family physicians.

Key Responsibilities:

Professional Development and Curriculum Design

- Oversee the planning, development and delivery of high-quality and sustainable education for family physicians.
- Identify new delivery channels, program offerings and clinical (practice) tools that are responsive to evolving member and healthcare system needs and changes to legislation, regulation, and public policy particularly related to Ontario Health Teams.
- Develop comprehensive business plans which include strategic alignment, operational and resource plans in delivering programs.
- Develop funding proposals for new and expanded initiatives that support the role of family physicians in the delivery of quality healthcare across Ontario.
- Provide leadership oversight and direction to the Professional Development team to ensure the successful achievement of deliverables, including but not limited to:
 - Communities of Practice
 - Advisory groups, educational sessions, events, clinical tools, and resources
 - Leadership Academy
 - Program development of new educational opportunities
- MainPro Certification process. Build and maintain effective relationships with members to understand emerging needs and concerns.
- Develop effective relationships with external stakeholders, government, professional development, and educational institutions and promote collaboration.
- Keep abreast of trends and best practices with respect to adult education, continuing professional development, mentorship, communities of practice and the use of technology to incorporate into and continue to enhance OCFP programs.
- Work with the National College and other provincial Chapters on education related activities and programs.

Leadership

- Collaborates with the other members of the senior leadership team to develop integrated and comprehensive strategies to increase value to members.
- Continues the development of a highly effective team, ensuring high standards of delivery and topics which provide value to members.
- Responsible for fostering a positive supportive and collaborative team approach to ensure a healthy and productive working environment.
- Establishes team and individual performance plans, monitors success, and provides regular feedback.
- Develops collaborative cross functional relationships.

- Provides ongoing coaching and development to team members and implements practices that increase employee engagement and commitment.
- Demonstrates shared values as outlined in OCFP team-built Culture Code

Operations and Financial Management

- Responsible for the overall financial performance, quality, accuracy, and customer satisfaction of the department including efficient and effective use of resources.
- Responsible for reporting to funders based on contracts.
- Responsible for contract management for all funders.
- Responsible for developing and monitoring budgets and annual portfolio operational plans.
- Developing and implementing program budgets including funding from the government and other sources as well as ensuring required deliverables and reporting requirements are met.
- Providing reports and presentations to the CEO and Board of Directors as required.
- Collaborates with Communications and Administrative teams to ensure all systems, technology and resources required are in place to organize and achieve objectives.

Required Qualifications:

- Master's degree in Adult Education, Health Policy, Health Administration, or related field strongly preferred.
- Demonstrated knowledge and experience related to family physicians, primary care including experience in the development and delivery of education and practice support programs, communities of practice, and medical education.
- At least ten (10) years' experience at a senior leadership level in health-care administration, strategic and business planning, program development and implementation.
- Certification in Adult Education, Quality Improvement or Knowledge Translation preferred.
- Expert level knowledge of Ontario Health Team, healthcare system transformation, current issues affecting medical education and required competencies for family physicians.
- Proven track record of leading successful initiatives and working collaboratively with stakeholders to generate positive changes that benefit patients, healthcare professionals and our health system.
- Experience in identifying emerging issues and translating into effective programs through strategic planning efforts and annual planning cycles and delivering results within a performance measurement framework.
- Demonstrated experience in health-care sector and the Ontario health system as it relates to strong partnership skills and experience in a similar environment.
- Excellent critical thinking skills and demonstrated acumen in making challenging decisions and judgements with diplomacy.
- Strong interpersonal skills and ability to establish effective working relationships with a broad range of internal and external partners. Effectively contributes to a positive work culture and motivating colleagues.

- Able to work in a fast-paced, high profile, deadline-oriented environment and within a flexible work schedule on occasion, including weekends and evenings.
- Proven experience working with CEO, Board of Directors, senior level decision-makers and stakeholders.
- Experience in analyzing emerging issues and the capacity to translate into effective programs, as well as leading strategic planning efforts, annual planning cycles and delivering results within a performance measurement framework.
- Strategic thinker with ability to lead development and implementation of effective programs.
- Demonstrated experience championing innovation with technology including e-learning platforms/portals.
- Excellent leadership skills with a commitment to collaboration, joint-accountability, and strong relationships with OCFP members, partners and external organizations.
- Proven success in developing strong and collaborative teams by demonstrating a positive, proactive, and engaging leadership style.
- Superior oral and written communications skills, to both effectively represent the OCFP in presentations and meetings, as well as in preparation of briefing materials, reports, and proposals.
- Strong business acumen demonstrated through the leadership and development of successful programs and strategies.
- Working knowledge of French is an asset.
- Ability to travel as required.

The OCFP is committed to fostering an inclusive, accessible work environment, where all members and employees feel valued and respected. If you require accommodation in order to participate as a candidate in the hiring process, please communicate your needs to the recruitment team.

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We thank all those who apply but only those selected for further consideration will be contacted.