



FINANCIAL PLANNING CONTENT DEVELOPER

Full-time Permanent

Position Overview

We are looking for a passionate and engaged Financial Planning Content Developer to join our team at the FP Canada Institute. This role involves creating detailed technical and professional education content to support the strategic priorities of the FP Canada Institute, which provides education to help elevate the practice of financial planning across Canada.

The Financial Planning Content Developer will have direct responsibility for developing comprehensive content for pre- and post-certification education programs. They have a passion for the purpose of FP Canada and the FP Canada Institute — to champion wellness for all Canadians — and for the need for and value of financial planning education to help achieve this end.

The Financial Planning Content Developer reports directly to the Director, Pre-Certification Education at the FP Canada Institute. They will work closely with FP Canada Institute staff and execute their position responsibilities based on the strategic direction set by the Head, FP Canada Institute and the Executive Leadership Team.

Key Responsibilities

In this role, you will:

- Create technical and professional educational content in support of education and other initiatives geared to financial planning students, QAFP® and CFP® certificants, and other possible stakeholders, such as FP Canada's academic partners.
- Carry out research and fact-finding to inform the development and maintenance of content and to ensure the completeness, accuracy, and validity of FP Canada content.
- Assist in the development of content development principles, standards, protocols, and templates to ensure that FP Canada content is both consistent and aligned to the needs for which it has been designed.

- Participate in the quality assurance process for content development by identifying and responding to quality-assurance issues.
- Gain input and incorporate feedback from students, senior staff, technical reviewers and content editors to inform content development, changes, and updates.
- Provide subject-matter expertise to inform the development and delivery of professional practice guidance or other tools and resources to support FP Canada's strategic priorities.
- Contribute to maintaining the FP Canada Body of Knowledge.
- Act as a professional resource to other groups within FP Canada.

Required Qualifications

The ideal candidate will have the following skills and experience:

- University degree and financial planning designation, with CFP designation preferred.
- Significant experience developing financial planning content with an emphasis on the development of technical or instructional content.
- At least five years' experience as a financial planner, providing hands-on financial planning advice.
- Demonstrated excellence in producing written content in a variety of mediums and contexts.
- Demonstrated ability to work collaboratively on large projects over time.
- Experience with adult learning practices and principles an asset.

Competencies

The ideal candidate will have the following skills and experience:

- Deep financial planning knowledge.
- Exceptional attention to detail.
- Flexible and adaptable, comfortable with changing direction as required and in forging new ground without established precedents.
- Demonstrated project execution skills.
- Ability to work collaboratively across an organization.
- Highly organized with strong project management skills.

About FP Canada

A national professional body working in the public interest, FP Canada is dedicated to championing better financial wellness for all Canadians by leading the advancement of professional financial planning in Canada. FP Canada is the leading certification and enforcement body for professional financial planners in Canada. There are about 17,000 CERTIFIED FINANCIAL PLANNER® professionals and about 1,900 QUALIFIED ASSOCIATE FINANCIAL PLANNER™ professionals, who meet FP Canada's rigorous professional and ethical standards. Learn more at [FPCanada.ca](https://www.fpcanada.ca).

At a time when society is facing unprecedented technological disruption in all walks of life, as well as the impact of COVID-19 on personal and business finances, Canadians have a greater need than ever for personalized financial planning advice with a human touch.

Working with FP Canada

We're [FP Canada](https://www.fpcanada.ca), a team of passionate and progressive professionals. FP Canada employs over 60 people, and our office is located in downtown Toronto. This is a full-time permanent position working 5 days per week, during core business hours, with some flexibility required. We offer a hybrid-work model, requiring at a minimum, two days a week (40%) on average, of employees' time be spent in the office.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants

with disabilities. If you require accommodation, please inform our Human Resources Department at careers@fpcanada.ca.

How to apply

To apply, please submit your application to careers@fpcanada.ca and note the position title in the subject line. Applications will be accepted until **October 15, 2023**.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.