



College of Licensed Counselling Therapists of New Brunswick
Collège des conseillers et conseillères thérapeutes agréés du Nouveau-Brunswick

205-236 RUE ST. GEORGES STREET, MONCTON, NB E1C 1W1 | WWW.CCTNB.CA | INFO@CCTNB.CA | (506) 854-9345

Executive Director

College of Licensed Counselling Therapists of New Brunswick (CCTNB.ca)

Location: New Brunswick (Hybrid/Remote as applicable)

Position Type: Full-Time

Salary Range: \$70,000 – \$85,000 annually (commensurate with experience)

About the College

The College of Licensed Counselling Therapists of New Brunswick (CCTNB) is the regulatory body established under provincial legislation to oversee the practice of licensed counselling therapy in New Brunswick. The College's mandate is to protect the public by ensuring that registrants meet established standards of competence, ethics, and professional conduct.

CCTNB is committed to fostering excellence in counselling therapy practice, supporting its members, and maintaining public trust through transparent, fair, and effective regulatory processes. The College carries out its work through registration, supervision, complaints, and discipline functions, guided by its legislation and strategic priorities.

Position Summary

We are seeking an accomplished and values-driven Executive Director to lead our organization in fulfilling its mandate to protect the public and advance excellence in counselling therapy across New Brunswick. Reporting to the Board, the Executive Director will provide strategic leadership, oversee regulatory and operational functions, and foster a culture grounded in integrity, protection, and inclusion. The ideal candidate will bring strong leadership experience aligned with the Board's role in sound judgment, a commitment to ethical governance, public trust and protection, and the ongoing growth of the counselling profession in NB.

- You will be a visible and valued leader within a highly collaborative team where your voice, judgment, and leadership directly shapes the future of our College and profession.
- This is an opportunity to lead in an environment where relationships matter, decisions are meaningful, and your contributions are seen and felt.
- A unique opportunity for a leader who wants to truly be a part of the next phase of growth, have a meaningful impact, and partake in shaping the future of the counselling profession in NB.



Key Responsibilities

Governance & Board Relations

- Serve as the primary liaison between the Board of Directors and College operations
- Support the Board in governance functions, including strategic planning, policy development, and decision-making
- Advise the Board on emerging issues, risks, and opportunities impacting the College

Strategic & Operational Leadership

- Lead the execution and ongoing evaluation of the College's strategic plan
- Oversee day-to-day operations to ensure organizational effectiveness
- Develop and implement operational policies, procedures, and best practices
- Ensure compliance with applicable legislation, regulations, and bylaws

Team Leadership & Human Resources

- Provide leadership, supervision, and performance management for staff
- Foster a collaborative, accountable, and mission-driven workplace culture

Financial Management

- Support and oversee the financial operations of the College
- Develop and monitor budgets in collaboration with the Board and/or Treasurer
- Ensure sound financial stewardship, reporting, and accountability

Stakeholder Relations & Communications

- Act as a key representative and spokesperson for the College
- Build and maintain relationships with government, regulatory partners, stakeholders, and members

Organizational Development

- Identify opportunities for growth, innovation, and continuous improvement
- Lead initiatives to strengthen systems, processes, and member services
- Ensure the College remains responsive to evolving professional and regulatory landscapes



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Qualifications & Experience

Required:

- Minimum of **3 years of experience** in a senior leadership or executive role within a similarly sized non-profit, regulatory body, or private organization
- Post-secondary education in a relevant field (e.g., public administration, business administration, health administration, or a related discipline)
- Demonstrated experience in organizational leadership, operations management, and strategic implementation
- Strong understanding of governance and working with a Board of Directors
- Experience overseeing complex processes and ensuring accountability
- Financial acumen and comfort with budgets and reading financial statements

Prioritized Assets:

- Experience in the mental health sector and/or working with regulated professions
- Bilingualism (English and French), or willingness and capacity to communicate effectively in both official languages
- Knowledge of regulatory or professional college environments

Additional Requirements

- Ability to work collaboratively with diverse stakeholders
- High level of discretion and confidentiality
- Commitment to the public protection mandate of the College
- Flexibility to attend occasional meetings outside standard business hours

Application Information

Please submit your resume and cover letter to resume@cctnb.ca.

This posting will be open until May 30, 2026. Only interview candidates will be contacted.