



Canadian Massage Association Canadienne
Therapist Association de Massothérapeutes

Executive Director (Contract) Job Posting

Canadian Massage Therapist Association

Location: fully remote within Canada

Reports to: Board of Directors

Duration: Part-Time (20-25 hrs/week) contract, annual renewal

Deadline for Applications: January 22, 2026

Start Date: March 1, 2026 (may be negotiable)

Compensation: \$62,000-\$70,000

The Canadian Massage Therapist Association (CMTA) is seeking an Executive Director to manage the day-to-day business of the CMTA and to enhance our capacity to achieve our strategic goals. This leadership role is critical to advancing CMTA's mission, strengthening national advocacy, and supporting member associations across Canada.

Reporting to the representative Board of Directors, the Executive Director provides strategic leadership aligned with CMTA's mission, goals, strategies and priorities. Working with the Board, the Executive Director supports the development of the organization's strategic plan and ensures its successful implementation. As a small organization, the ED is the sole contract staff and is responsible for all aspects of the organization including operations, advocacy, budget and financial planning, member relations, and governance.

CMTA is a national association currently comprised of nine (9) provincial massage therapy associations. Officially constituted in 1991, the CMTA works collaboratively to promote massage therapy. We advocate on behalf of the profession to government, insurers, and the public in order that the profession of massage therapy is recognized as an integral partner in the delivery of health care services to Canadians. Visit <https://crmta.ca/> for more information.

Executive Director Responsibilities:

Under the direction of the CMTA Board of Directors the Executive Director will:

- Be responsible for ensuring the implementation of the Association's strategic goals and policy by planning and coordinating all activities within the Bylaws of the Association.
- Coordinate national advocacy efforts and stakeholder engagement.

- Support member associations through communication, collaboration, and resource development.
- Manage financial planning, reporting, and organizational growth including budgeting, bookkeeping, and preparation of documents for the organization's accountant.
- Lead policy development and implementation in alignment with CMTA's goals.
- Represent CMTA in national forums, government relations, and public communications.
- Organize and attend all Board, Committee and Membership meetings.
- Receive and coordinate all communication to and from the membership including written communication, monitoring of social media platforms, and maintaining the website.
- Ensure compliance for document submission to the Federal Government for incorporation.
- General Administrative services, including but not limited to:
 - Respond to incoming correspondence, by phone or email
 - Prepare membership renewal invoices
 - Maintain digital filing systems in Microsoft and Basecamp
 - Ensure document submission to Corporations Canada
- The successful candidate will be required to provide their own computer and other related office equipment.

Education and Experience

- Bachelor's degree or diploma combined with 2 or more years of experience in similar roles. (i.e. non-profit management, business administration, health care administration, professional associations)
- Strategic planning and policy & procedure development experience.
- Strong financial acumen and experience with budgeting, bookkeeping and financial reporting.
- Experience with QuickBooks Online, WordPress, Basecamp and Microsoft applications including Teams.
- Strong understanding of massage therapy regulation and advocacy in Canada is an asset.
- Exceptional communication, negotiation, and relationship-building skills.
- Ability to work independently from a remote office and collaboratively across jurisdictions.
- Bilingualism (English/French) is considered an asset

Qualified candidates can forward a resume and a cover letter outlining your interest and relevant experience to president@crmta.ca by January 22, 2026.