JOB DESCRIPTION

Director, Professional Development

The Director, Professional Development is responsible for steering strategy, development and delivery of all educational offerings. Working closely with the Professional Development team and active and engaged volunteers, you will enhance, design, plan and implement education and training.

Responsibilities:

- Create budgets, strategic direction and business plans to support operational areas, and managing to ensure objectives are met.
- Serve as the authority and champion for professional development, education, meeting planning, and related areas as they may apply to the organization, industry, and members.
- Research member information and training needs and develop strategies to meet needs through programs and seminars.
- Management and supervision - work with and through a team of managers and administrative staff to ensure programs and projects are effectively and efficiently implemented.
- Design, build and deliver educational programs and events – conferences, workshops, forums, and other to address timely informational issues and learning needs of a full range of industry practitioners.
- Executes meeting logistics including facilities, equipment, lodging, scheduling, etc.
- Provide the strategy and guidance to support the industry’s certification program.
- Provide vision and strategy on issues affecting member education.
- Continually monitor, recommend and implement teaching and learning techniques, technologies and delivery methods for the effective delivery of education to the broadest possible base of the membership.
- Work with the Professional Development team in planning, implementation, facilitation and coordination of speakers and content of for all events.
- Represent organization at conventions, board meetings, educational events, etc., including preparing and giving presentations and teaching appropriate courses.
- Seek to identify new areas of opportunity, and establish innovative new programs and approaches to serve the organization and its membership.
- Ensure programs employ the latest technology and a full array of variable delivery systems.

Qualifications:
- Bachelor’s degree from an accredited University in education, training, business, psychology of learning, or related area in Adult Education required. Master’s degree preferred.
• Minimum 10 years recent organization-wide, or executive-level responsibility for adult education and training, including the full range of related functions ie: Design, development and implementation of innovative programs, need assessment and analysis, evaluation, conference and event planning/oversight, curriculum design, etc., required.
• Experience with a professional organization or non-profit preferred.
• Strong knowledge of adult learning theory and educational curriculum development
• Ability to research and apply new learning and delivery methods to the organization’s educational programs
• Proven effectiveness at group/team leadership and project management.
• Attention to detail, excellent problem solving skills and ability to create processes that cover details.
• Ability to work with volunteer committees, accept ideas from others and maintain delineation of staff and volunteer roles.
• Proficiency in the use of personal computers and application software (e.g., Microsoft Word, Excel and PowerPoint or equivalent applications) in a networked environment.

Physical Requirements:
• Sitting: extended on occasion
• Standing extended on occasion
• Lifting 25 pounds
• Pushing/Pulling 25 pounds
• Bending/Stooping on occasion
• Extended work hours, extended weeks (endurance requirement) extended on occasion as necessary to complete project/task timelines, attend meetings, support tradeshows and other events, address member requests or needs.

Work Environment:
• Office environment
• Trade show floor or event venues
• Temperature controlled