##

## **Manager, Program development**

**Current Incumbent:** Vacant

**Department:** NAAEI

**Reports to:** Director, Professional Development and Member Programs

**Direct Reports:** 0

**Status:** Full-Time, Exempt

**Indirect Reports:** 0

**Updated:** 04-01-2022

## **Summary of Position:**

Manager of Program Development is responsible for developing, planning and executing new and existing programs and activities, primarily training and curriculum development for NAA’s Education Institute, inclusive of credentialing and non-credentialing programs. This includes:

* Development and delivery of programs’ curricula, training courses’ content, virtual activities such as webinars, and online courses and quick reference guides.
* Management of NAAEI’s Learning Management System (LMS) courses.
* Logistics management for NAAEI National/Corporate Training and Advanced Facilitator Training.
* Developing, compiling, and analyzing evaluation reports for multimodal educational activities to determine effectiveness, outcomes, measurements, and future needs.

## **Principal Responsibilities:**

Curricula Development

* Identify and develop instructional strategies, materials and technology to produce high-quality, adult learning products.
* Create new content for web-based delivery including Webinars and courses on NAAEI’s partnered LMS.
* Manage the design, development, review and pilot test process for online learning programs developed internally and those outsourced.
* Manage production schedules for both in-house development and outsourced projects, insuring on-time product delivery.
* Work with subject matter experts to manage reviews, updates and development of NAAEI designation program components.
* Works with online training development vendors.
* Create, prioritize and maintain a virtual activity production schedule.
* Review, edit and approve new curricula and online training.
* Manage the post-production and archiving of recorded events.

NAAEI Learning Management System (LMS) Management

* Provides regular LMS system customer support and training for NAA Affiliate Association staff and members.
* Develops LMS user training.
* Works with LMS vendor to ensure smooth functioning and coordination of pricing, requirements, issuance of CECs and other data flow.
* Works with LMS vendor to ensure smooth continuous operations for existing courses and upload of new ones.
* Generates custom reports, aggregates usage and communicates activity across the entire LMS platform.
* Manage registrations and revenue/profit sharing with partner.

**NAAEI National/Corporate Training**

* Regularly work with Affiliates/corporate entities/industry groups to schedule training for NAAEI credential programs.
* Manage registrations and payments.
* Track related revenue/expenses and profit sharing.

**Advanced/Virtual Facilitator Training**

* Oversee program logistics and scheduling.
* Communicate training information to attendees.
* Track related expenditures.
* Manage registrations and payments.

## **Position Qualifications:**

***Required***

* 4 years progressive professional responsibility for management and administration of education programs, including curriculum development and demonstrated knowledge of continuing education standards.
* Bachelor’s degree in a related field.
* Ability to effectively collaborate internally and externally to achieve program goals.
* Excellent written, oral, visual communication and presentation skills. Ability to effectively communicate with a wide variety of audiences.
* Ability to manage multiple tasks simultaneously and ensure timely and accurate results.
* Experience with learning management software platform and authoring tools
* Experience with virtual meeting software applications such as Microsoft Teams, Zoom, or Ring Central.
* Ability to travel out of state and overnight up to 4 times per year.