

# Director of Professional Development

## About Us

ProLiteracy Worldwide is an educational organization that champions the power of literacy through its programs, digital and print tools, training and professional development services, research, and advocacy. ProLiteracy works together with members, partners and the adult learners they serve, and with local, national, and international organizations that have common missions, goals, and objectives. The organization is instrumental in building the capacity and quality of programs teaching adults to read, write, compute, use technology, and to learn English as a new language.

## Position Summary

The Director of Professional Development identifies the professional development, learning, and support needs of literacy program managers, tutors and instructors, trainers, and students, and directs the development and delivery of professional development, learning, and support services to meet these needs.

The director supports the work of the Senior Director of Programs, and works closely with the Senior Director of Advocacy and Field Services, Membership and Field Services Manager, Marketing and Communications Department, and Fund Development Department to carry out the strategic goals of ProLiteracy.

## Scope of Work

### Professional Development, Learning, and Support Resources

1. Identify, direct, design, and deliver resources to meet the professional development needs of program managers, tutors and instructors, trainers, and students; with particular attention to the needs of program managers of community-based nonprofit organizations, volunteer tutors, and all instructors working with students at the lowest literacy levels.

2. Oversee development and implementation of large professional development initiatives and grant funded projects to achieve goals/outcomes, meet deadlines, and produce deliverables, including:
  - Develop, communicate, and monitor project contracts, work plans, timelines, and budgets.
  - Design and implement evaluation plans to measure success of projects, capture testimonials and impact data, and coordinate consistent evaluation measures across projects.
  - Initiate and monitor short-term, long-term, and recurring project marketing plans in coordination with the Senior Director of Programs and Marketing department.
  - Support relationships with grantors/funders in coordination with Vice President of Fund Development as needed to achieve mutually agreeable deliverables, timeframes, resources, and outcomes.
  - Coordinate grant report submissions with Fund Development department.
3. Direct the administration of ProLiteracy Education Network, ProLiteracy's resource hub, including the development of online courses and other resources, the user interface, and the collection and synthesis of data.
4. Identify, direct and deliver in-person or virtual professional development offerings from ProLiteracy, including national and state conferences conference and regional training events, virtual PD events and webinars, and contracted workshops, negotiating fee structure as appropriate.
5. Recruit, supervise, and support internal and external professional development personnel responsible for design, development, and delivery of live professional learning, online courses and other resources, including:
  - Supervising and supporting the PD and LMS System Specialist and the PD Instructional Designer
  - Recruiting, managing, and supporting external authors, developers, and subject matter experts
6. Survey field, as needed, to inform future professional development projects and tools.

## Cross-functional Collaborations & Partnerships

7. Work closely with ProLiteracy management staff to accomplish the strategic goals of ProLiteracy, including:
  - The Membership and Field Services Manager to ensure that live and virtual professional development opportunities, and resources on Education Network, provide value for ProLiteracy members and support ProLiteracy membership structures.
  - The Vice President of Publishing and key New Readers Press staff to provide professional development resources that support the effective use of New Readers Press instructional materials.
  - The Vice President of Fund Development and fund development staff to inform and design grant and funding deliverables that are valuable to field, have realistic budgets, and achievable timelines.
  - The Senior Director of Marketing to promote professional development resources and opportunities.
8. Identify and develop relationships with other organizations that provide opportunities to
  - Develop new resources
  - Promote current ProLiteracy professional development and other resources to a wider audience
  - Curate and promote third party resources that are valuable to ProLiteracy members
  - Acquire resources developed by other organizations

## Other

9. Develop and manage annual budget for all professional development work and personnel; adhere to all budget guidelines and limitations to ensure proper completion of all planned work.
10. Investigate and understand the latest technology tools and trends in training, professional development, and instructional media. Identify and acquire the tools and training necessary for ProLiteracy staff to accomplish strategic goals.
11. Advise and support the Senior Director of Programs.

## Education and Experience

- Minimum of 5 years' relevant experience in a professional development leadership role for an adult literacy organization.
- Bachelor's degree in education, business, or a related field required.
- Strong project management skills with a demonstrated ability to develop project plans, budgets, timelines, and staffing requirements; and meet project goals and objectives.
- Strong writing skills with the ability to draft content for a variety of platforms. Strong organization and management skills required.
- Instructor experience in an adult literacy setting.
- Experience designing online courses and/or administering Learning Management Systems a plus.
- Ability to work effectively across functions and teams.
- Excellent interpersonal, organizational, computer, verbal, and written skills.

## Job Location, Compensation, & Benefits

- ProLiteracy headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.
- The salary range is \$70,000–\$80,000 and is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on consideration of the successful candidate's skills, experience, and geography and aligned with ProLiteracy's compensation policies.

We are looking for a motivated candidate with nonprofit professional development leadership experience, a solid background in adult literacy education, and professional and resource development. We are seeking a diverse pool of candidates from across the country. Please send cover letter and resume to [hr@proliteracy.org](mailto:hr@proliteracy.org).

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred. ProLiteracy is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.