Director of Professional Development Job Posting

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 Membership Manager, Senior Project 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; includes researching and acquiring outside PD tools, as appropriate.
2. Design, direct, and develop the user experience on ProLiteracy Education Network.
3. Identify, direct and deliver in-person or virtual professional development offerings from ProLiteracy, including national conference and regional training events, other national and state conferences, virtual PD events and webinars, and contracted workshops, negotiating fee structure as appropriate.
4. Recruit, supervise, and support internal and external personnel responsible for design and development of online courses and other resources, including:
   - Supervising and supporting (2) Professional Development and Online Course Designers
   - Recruiting, managing, and supporting external authors, developers, and subject matter experts
5. Direct large professional development initiatives and structures such as ProLiteracy’s tutor training materials, Teacher Training Plus, and others.
6. Survey field, as needed, to inform future professional development projects and tools.

Partnerships
7. Work closely with ProLiteracy management staff to accomplish the strategic goals of ProLiteracy, including:
   - The Membership 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 Senior Project Manager to provide training and support to participants in special projects, and direct and develop professional development resources as part of special projects.
   - Fund Development to inform and design grant and funding deliverables that are valuable to field, have realistic budgets, and achievable timelines.
   - The Marketing Director to promote resources on Education Network and other professional development opportunities to increase awareness and participation.
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. Advises and supports 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 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. Works collaboratively to create continuous improvement based on performance data and engage in appropriate performance management activities.
- Excellent interpersonal, organizational, computer, verbal, and written skills.

Job Location, Compensation, & Benefits
- ProLiteracy's headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.
- Salary is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on a 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.

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.