



JOB DESCRIPTION

CLASSIFICATION:	Exempt/Salary
POSITION:	Director of Training
EMPLOYMENT STATUS:	Full Time
SUPERVISOR:	Senior Director of Training
ALIGNS CLOSELY WITH:	Training Program Relationship Managers

FUNCTIONS:

The Director of Training will lead the Training Program strategy under the guidance of the Senior Director of Training. This full-time focus will bring a sustained effort to train more stakeholders year-round via online and in-person training both at Shared Hope's annual JuST Conference and at other speaking engagements throughout the year. They will focus on the development and delivery of training for a wide range of audiences through in person and online platforms and opportunities, including the annual flagship training event called JuST Conference and the Shared Hope Training Center Online. The Director of Training would be directly responsible for relationship building with one or more stakeholder groups as well as overseeing the work of the two Relationship Managers. The Director of Training would also have responsibility for drafting content and promotion pieces for use in various internal and external communication channels (blogs, social media posts and ads, print media, etc).

RESPONSIBILITIES:

- Planning and Implementation of in-person and online training events for targeted audiences. This includes strategies and logistics, site selection, budgeting, program development, staffing, post-event wrap-up including attendee evaluations, stakeholder thank-yous, post-event reporting, budget reconciliation.
- Stakeholder audience development, working to research, survey and build on engagement with a stakeholder audience.
- Overseeing Training Relationship Managers and their stakeholder group research and surveying.
- Collaborate with program staff to plan, de-conflict and/or leverage parallel events.
- Captain ongoing internal and external communications regarding training details for in-person and online events.
- Collaborate with Communications & Marketing team and Growth Strategies team on all aspects of promotion, contact management, and sponsorship fulfillment for in-person and online training events.
- Oversee production of training materials, direct website updates and provide content.
- Custodian of online training library. Direct the growth and maintenance of same, including budget drafting and project management.

QUALIFICATIONS:

- A minimum of three years of experience with education and training programs developed for stakeholder groups
- Competency with online training applications
- Committed interest in and capacity for the issues surrounding human trafficking
- Demonstrated project management and event planning skills, including trainings with attendance of 500+
- Experience marketing, specifically promoting training content
- Some sponsorship fulfillment and contract negotiation experience a plus
- Experience in community relations, office administration/clerical and/or project administration
- Excellent administrative, organizational and time management skills, planning abilities, and attention to detail
- Advanced computer skills
- Strong written and verbal communicator, in person and on the telephone
- Demonstrated experience in multi-tasking, meeting deadlines and goals
- Ability to balance creative tasks with operational/administrative tasks
- Proven problem-solving skills and capacity to adapt quickly to changing and challenging environments
- Proven conflict-resolution skills
- Commitment to teamwork, growth, and transparency
- Flexibility for travel

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

Work location: Washington, DC with possible remote location for the exceptional candidate

Disclaimers:

1. SHI is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Salary DOE within competitive nonprofit range based on verified experience. 401K employee match available, health insurance benefit with \$100 employee contribution and performance based salary increases.