



JOB DESCRIPTION

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

FUNCTIONS:

The Training Program Relationship Manager will be responsible for implementing the outreach to specifically designated stakeholder groups through personal outreach, relationship building with relevant membership associations, accrediting bodies, and state agencies. In this role, they will maintain a book of leads and relationships with monthly goals for training engagements. The Manager is also responsible for developing the promotion content needed by the communications team, including social media, paid advertising, and traditional media. In this role, they will work with both the Senior Director of Training and Director of Training to plan and implement in-person and online training content to stakeholder groups, building engagement and raising awareness about the issues of child and youth sex trafficking.

RESPONSIBILITIES:

- Stakeholder audience development: research, survey and build engagement.
- Create and maintain book of leads, building relationships and managing fulfillment.
- Start to finish planning and Implementation of in-person and online training events for targeted audiences under the guidance of the Director of Training.
- Collaborate with program staff to plan, de-conflict and/or leverage parallel events.
- Provide internal and external communications content regarding training details for in-person and online events.
- Collaborate with communications 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.
- Provide pre-event and in-person support for the annual JuST Conference.

QUALIFICATIONS:

- A minimum of one year of experience with education and training programs developed for stakeholder groups
- Client-facing experience and ability to conduct discussions with clients to survey and build relationships

- Competency with online training applications
- Committed interest in and capacity for the issues surrounding human trafficking
- Experience in marketing and promotion
- 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.