



## DIRECTOR OF LEADERSHIP DEVELOPMENT

**SUMMARY:** The Director of Leadership Development will serve as an expert in consulting, coaching, and identifying leadership training and engagement opportunities. The primary purpose of this role is to design, develop and manage the leadership development programs for BPA National Officers and other stakeholders throughout the organization to include the Student Certification Series, Advisor Certification Series, and other Leadership and Professional Development programs and activities. This position reports directly to the Executive Director/CEO.

### RESPONSIBILITIES & DUTIES

**National Officer Coordination:** Provides leadership, guidance, mentoring and training for BPA's National Officer Program. Oversees all aspects of national officer activities including, but not limited to, National Officer Orientation and Summer Officer Training, Winter Officer Meeting, NLC preparation and participation, officer elections, and any other activities involving national officers. Responsibilities may include:

- Develops training modules using a variety of leadership development strategies, techniques and best practices, as well as the most current audio, visual and technology products;
- Coordinates all National Officer activities leading up to and including the National Leadership Conference;
- Assists in securing grants or other funding to ensure adequate and appropriate fiscal support for programs;
- Coordinates with other youth leadership development programs and agencies at the national level and serves as a liaison between the National Officer Program and outside partner agencies; and
- Provides technical assistance regarding program models to state and local chapters.

**Leadership and Professional Development:** Designs, analyzes, develops, and implements leadership and other professional development curriculum for national officers, student



leaders, advisors, board members, program staff, state directors, and other partners. This position will also monitor, review and evaluate the current portfolio of educational programs and develop new strategies. Responsibilities include but are not limited to:

- Establish, implement and evaluate a leadership development curriculum and related programs that align with the organization's goals and are anchored in best practices;
- Assess organizational leadership development needs and evaluate program effectiveness;
- Act as a thought leader, consultant, and project manager to manage project initiatives for all leadership and professional development;
- Facilitate onsite and virtual training sessions, enhancing and growing the Webinar Wednesday series, Advisor Certification Series, and Student Certification Series;
- Identify meeting sites and coordinate programming events in cooperation with the Director of Member Services and Events;
- Supplement professional development programming by seeking funding through vendor and corporate sponsorships;
- Consistently evaluate training and development materials to ensure they remain relevant, innovative, and effective;
- Maintain a database of effective speakers and presenters; and
- Develop and oversee the professional development budget in consultation with the Executive Director.

## **QUALIFICATIONS**

- Possess five to seven years of experience working in leadership development, education and training, student leadership, adult learning, and/or leader development in industry.
- Demonstrated experience designing youth leadership development and/or adult education programs.
- Ability to review and analyze training portfolios to identify and develop education and training.
- Experience working with students and professionals from diverse backgrounds and cultures, and the ability to teach and model professional and culturally-responsive skills and practices to BPA stakeholders.
- A strong commitment to youth leadership development, with extensive experience training and mentoring staff, youth leaders, and other professionals.



- Excellent communication, public speaking, interpersonal, organizational, and time management skills with a strong attention to detail.
- Possess familiarity with competency-based leader development.
- Proficient in MS Office products.
- A minimum of a Bachelor's degree, Master's degree preferred.
- Ability to prioritize effectively and handle multiple projects and deadlines simultaneously.
- Good judgment and ability to work independently and reliably.
- Energetic, creative, innovative, flexible, motivated, and professional.
- Willing to work evenings/weekends throughout the year.
- Ability to monitor and model safe and ethical work habits at conferences, meetings, and other professional settings.
- Some travel required.
- Valid driver's license and acceptable driving record.
- Ability to pass a criminal history disclosure and background check.
- Ability to lift up to 50 lbs. occasionally.

**COMPENSATION:** This is a full-time, potentially remote-based position. This position currently reports to the Executive Director/CEO, with a salary commensurate to experience and qualifications.

**APPLICATION DEADLINE: March 8, 2019**

Interested candidates must attach 1) a cover letter describing their interest in, and qualifications for, this position, 2) a resume, and 3) Salary requirements, and send them electronically to [info@bpa.org](mailto:info@bpa.org) Review of applications will begin immediately.

BPA is committed to building a culturally diverse workplace and strongly encourages applications from candidates of all backgrounds and ethnicities.