

## Director of Professional Development

Responsible for delivery of all education programs based on NATP's education and content strategy, the assessment of professional development needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning for our members and industry professionals. Will oversee the education staff involved in the planning, design, and implementation of education and professional recognition programs.

### What You Do

- Work closely with leadership to establish objectives for Education team. Works with internal constituencies to develop and implement annual plans and budgets to meet short- and long-term financial and non-financial education goals and targets.
- Responsible for the image of the association's educational activities and services. This responsibility includes project management of education programs and presentations (in-person, online, and on-demand), alternative methods of delivering education and national/regional conferences, learning management system (LMS), application and approval of CPE; speaker and instructor contracts; career paths; and credentialing concepts.
- Responsible for organizing and conducting instructor symposiums to recruit and select new instructors; oversee instructor assignments, training, communications, evaluation, and positive relations; coordinate instructor training to prepare seasonal instructors for teaching assignments; oversee recruitment, negotiations and contracts for instructors and speakers.
- Oversee and facilitate the evaluation of site selections, online delivery platforms, negotiations, contracting, and scheduling for all seminars, workshops, national/regional conferences.
- Lead education and credentialing program development and execution in alignment with NATP's strategic goals and objectives; capitalizing on opportunities and meeting/exceeding quality and customer experience expectations to expand NATP's current portfolio and support NATP's leadership position among tax professionals.
- Ensure the quality and profitability of existing educational products; stay abreast of industry trends and lead the creation of new products to enhance the availability and adoption of NATP related content and increase revenues and overall growth.
- Work with NATP staff to build detailed business plans to ensure viability of current educational offerings and new product initiatives, including evaluation of the development of a certificate/credentialing program.
- Oversee key projects, processes, and performance reports, data and analyses.

### What You Bring

- Passion for keeping current with developments in adult education, and technology in order to identify potential opportunities for our learners.
- Collaborator with strong project management skills who strives to build consensus and buy-in for new and evolving programs with multiple stakeholders.
- Bachelor's degree in business, management, education, or related field relevant coursework and 10 years of required experience;
- At least five (5) years of experience in management, learning and development.
- Demonstrated career progression in the field of training and development, credentialing/certification programs.
- A "hands on" leader who is interested and passionate about rolling up their sleeves and jumping in to get the job done.