

Director of Professional Development

About NATP

The National Association of Tax Professionals (NATP) is the largest association dedicated to equipping tax professionals with the resources, connections, and education they need to provide the highest level of service to their clients. 23,000 members rely on NATP to deliver professional connections, content expertise, and advocacy that provides them with the support they need to best serve their clients. The NATP headquarters is located in Appleton, WI. To learn more, visit www.natptax.com.

Directs and oversees NATP's Professional Development Programs in support of NATP's strategy and established objectives. This includes but is not limited to NATP's career path, credential/certificate programs, and education programs. Manages and leads departmental, and supports cross-functional, teams to plan and coordinate seminars, conferences, and alternative delivery forms of education, other professional development products and services and new product and service offerings.

The Director of Professional Development should have a successful track record in content development, training, and credentialing. The Director will be responsible for meeting strategic and financial objectives, must be able to manage available resources, and collaborate with other operational areas in support of serving NATP members and customers, while serving as a mentor and resource for team members.

What You Do

- Ambassador of NATP Values – Excellence, Respect, Inclusion and Belonging, Passion
- Work closely with the CEO to establish objectives for the Education team and Professional Development program. Works with CEO, other leadership team members, and the tax knowledge team to develop and implement annual plans and budgets to meet short- and long-term financial and non-financial goals. Responsible for periodic reporting and analysis of operating results.
- Responsible for the quality, accuracy, and reputation of the association's educational activities and services. This responsibility includes project management of cross functional teams; classroom education programs and presentations; alternative methods of delivering education; national/regional conferences; application and approval of CPEs; and supporting the publication of educational materials.
- 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.
- Participates in and supports; recruitment, negotiations and contracts, communications, evaluation, and positive relations with seasonal instructors and speakers, and other content contributors as applicable.
- Participate and support in-person event site and online platform selections, negotiations, contracting, and scheduling for seminars, workshops, conferences, and events.
- 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/development of a certificate/credentialing program and other programs in support of NATP constituents career paths.
- Oversee key projects, processes, and performance reports, data, and analyses.
- Streamline and integrate processes and communication in support of the departmental and association-wide direction, timelines, budgets, and objectives (financial and non-financial).

- Working with other team members, develop and recommend budgets to management.
- As a member of a highly skilled team, you will lead education program and curriculum development, combining various perspectives and points of input into collaborative solutions.
- Build and maintain positive communications and working relationships with NATP staff, Instructors, Speakers, Authors and other content contributors, Chapters, Members and Vendors.
- Keeps current with developments in adult education, professional development, and technology to identify potential risks, problems, or opportunities, capitalize on growth opportunities, and be able to discuss findings/questions/recommendations with CEO and/or leadership team.

What You Bring

- Bachelor's degree in business, management, education, or related field and 10 years of required experience. Non-profit association experience preferred.
- 5+ years of experience in management, learning and development.
- Demonstrated career progression in the field of training and development, credentialing/certification programs.
- Demonstrated program management skills including prioritization, managing details, keeping multiple tasks/projects on track, resource management, and delivering reliable results.
- Has knowledge and can apply industry trends and adult education principles.
- Innovative and proactive problem-solving skills with the ability to exercise integrity and sound judgment in complex and ambiguous situations; agile, results-driven leadership poised with the ability to create simple and effective solutions.
- Excellent customer service and collaboration skills along with sense of urgency in serving internal stakeholders' and members' interests.

Work Environment

Work is performed in an office or home office environment with minimal exposure to injury. Routinely using basic office equipment including phone and computer are essential. During events, prolonged periods of standing, routine lifting to 30 pounds, continuous communication, and long hours are essential. Works hours are normally Monday through Friday. Extended evening and weekend work may occur during events and occasionally to meet the needs of the business. Estimated 15% travel. Telecommuting is an option.

Wage Range: \$106,000-\$132,000

Benefits:

- 3 medical plan options with employer H.S.A contribution
- Dental and vision insurance
- Dependent care & medical flexible spending account
- Paid basic life insurance + voluntary life options
- Accident, hospital & critical illness options
- 401(k) with employer match
- 13 paid holidays
- Paid Time Off (PTO) + Birthday PTO
- Flexible work arrangement
- Employee Assistance Program
- Short-term and long-term disability
- Tuition and certification support

The National Association of Tax Professionals (NATP) is an Equal Opportunity Employer. The policy of NATP is to extend opportunities to qualified applicants and staff on an equal basis regardless of an individual's race, color, gender, age, national origin, religion, citizenship status, marital status, sexual orientation, gender identity, transgender status, physical or mental disability, protected veteran status, genetic information, pregnancy, or any other categories protected by applicable federal, state or local laws. NATP is an equal opportunity employer (Minority/Female/Disabled/Veteran). If you require a reasonable accommodation as part of the application process, please contact HR at HRD@natptax.com.