



## Director of Learning & Engagement

### Vision for Position

The Leadership Austin Board of Directors and staff are actively implementing their [2020 Strategic Plan](#) and are looking to add additional resources with a background in curriculum building, design and implementation. The organization is seeking a Director of Learning & Engagement that will work to enhance our educational programs and help build community relationships through skills and value based education. The Director of Learning & Engagement must be interested in teaching and guiding emerging and established leaders to think differently and to enable these leaders to engage in productive and inclusive dialogue and collaboration. This position will find the support of a high-functioning Board, committed staff partners and a strong alumni network of community resources to draw from.

### Job Description

The Director of Learning & Engagement's primary responsibility for several [Leadership Austin programs](#), with success being evaluated based on measures from participants, program quality, effectiveness and financial success. Responsibilities include, but are not limited to, planning, delivering, documenting, evaluating, and managing programs to further Leadership Austin's mission, [core values](#), strategies, and organizational culture and philosophies.

Today this position will lead the [Emerge](#) (emerging leaders) and [Equip](#) (third party contract education) programs but will also engage across the entire suite of Leadership Austin programs. Specifically, this position will focus on skills and value based learning exploring the leadership styles, personal and professional values and dialogue training being presented across all programs. No one person has expertise in all areas, but the individual must be curious about other's perspectives and have the ability to craft curriculum that can present those varying points of view.

In executing those responsibilities, the Director of Learning & Engagement is also responsible for:

- Program design and facilitation of programs
- Planning values-based curriculum
- Securing content experts as presenters and third party curriculum contracts
- Generating and monitoring financial success of programs
- Supporting Board committees and program-related events

The Director of Learning & Engagement reports to the Chief Executive Officer and works in collaboration with Leadership Austin staff, volunteers, community leaders, and others.

### Requirements for education, experience, skills, and capacities

The Director of Learning & Engagement must hold a college degree, have a 5-7 years of experience directly related to the essential functions of the position, and be able to demonstrate proficiency in these areas:

- Knowledge and practice of adult learning models with solutions focused on increasing the effectiveness of community engagement and system change
- Willing to innovate and pilot new learning models
- Managing program development, delivery, documentation, and evaluation focused on an adult learning audience
- Experience facilitating adult discussion in a variety of circumstances
- Provide strategic consultation on the design and delivery of contract training services to third party clients. This will include identifying and implementing new business opportunities designed to grow learning services revenue and increase the overall value provided to clients.
- Excellent writing skills
- Excellent interpersonal communication skills

**The Director of Learning & Engagement must:**

- Be comfortable working with individuals and groups of very diverse backgrounds, interests, points of view, and more
- Be comfortable and effective in public speaking roles
- Have an interest in collaborating cross-functionally with community stakeholders to analyze and understand the needs of Greater Austin
- Anticipate, coordinate, and execute actions to complete logistical aspects of programming in a timely manner
- Problem solve quickly and effectively
- Provide strong attention to detail, and demonstrate ability to multi-task
- Work independently

**Skills**

The Director of Learning & Engagement must possess excellent critical thinking skills for complex problems with multiple stakeholders, exemplary verbal skills in dealing with stakeholders of diverse backgrounds and interests, and excellent writing and communication skills. Comprehensive experience is required including but not limited to listening, relationship building, strategic planning, evaluation, directing and motivating others, oral and written communication skills, and a comfort level in financial management.

**Schedule**

Regular office hours are 8:00 am to 5:00 pm. Job involves frequent meetings beginning at 7:30 am or earlier and ending at 6:00 pm or later. Occasional receptions and other events require breakdown that is not completed until as late as 9:00 pm or later. Job involves occasional weekend classes, seminars, and events, and occasional overnight requirements.

**To apply**

If you have any questions contact Christopher Kennedy. Please submit a cover letter and resume to Christopher Kennedy [ckennedy@leadershipaustin.org](mailto:ckennedy@leadershipaustin.org) no later than June 24, 2019 at 12:00 pm (noon).