

Director of Learning & Engagement

Leadership Austin provides opportunities to build sustainable leadership in Greater Austin. At Leadership Austin, we believe each of us can engage in inclusive collaborations with all voices being heard in open and balanced civic discussion. By fostering community involvement and the exercise of civic responsibility, we work to promote leadership to grow and enhance our region.

Vision for Position

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.

Overview for Position

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 the organization's [mission, vision and values](#).

This position will lead the [Emerge](#) and [Experience Austin](#) 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 to:

- Design, develop, implement, and coordinate assigned programs
- Serve as facilitator and presenter for leadership programs and sessions
- Coordinate the program planning and logistical execution – adhering to program timelines
- Identify and secure content experts as presenters
- Have a level of expertise working with various virtual platform to deliver training content
- Support Board committees and program-related events

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

Strategic Leadership 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.

The Director of Learning & Engagement must:

- Be comfortable working with individuals and groups of very diverse backgrounds, interests, points of view, etc.
- 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

Requirements for the Director of Learning & Engagement

The Director of Learning & Engagement must have 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 and interpersonal communication skills
- *Preferred (not required): dual language, college degree, Leadership Austin Essential or Emerge Alumni*

Schedule

Leadership Austin provides work schedule flexibility. Remote working is available on Mondays and Fridays with standard office hours on Tuesday, Wednesdays and Thursdays. Job does require occasional evenings, weekend seminars and events.

To apply

If you have any questions contact [Nana Gaviria](#).

Please submit a cover letter and resume to no later than January 14, 2022 at 12:00 pm (noon).