



# DIRECTOR, LEARNING & DEVELOPMENT

**Position:** Director, Learning & Development

**Reports to:** Chief Impact & Strategy Officer

INROADS was founded in 1970 to create successful paths for talented students from all backgrounds leading to viable careers in Corporate America.

Are you a mission-oriented professional who is entrepreneurial, technologically-savvy, and in touch with current trends in the learning and development space? Would you be excited to bring diversity, equity, and inclusion to the forefront by being instrumental in the development of students who are ethnically diverse, from lower-income households, and oftentimes, the first in their families to attend college?

INROAD is seeking an experienced learning and development professional who has demonstrated experience working with Gen Z learners. The primary role of the Director is to design and execute a training program that equips college students to be ready for and successful in their summer internships. We want INROADS Interns to be known as stellar performers who are converted into full-time hires upon college graduation. The Director will also orchestrate a staff learning and development program, inclusive of a standardized onboarding program and continuous learning opportunities. The goal is for staff to best serve our students by being proficient in student development and the delivery of student services and efficient in the areas of managing projects and processes. We are looking for someone passionate about helping young people learn and grow and who possesses excellent communication skills. Extensive corporate learning and development experience is strongly preferred.

The Director will begin employment during the rollout of the FY2023 training program. Expectations are for the Director to immediately assume operational and tactical activities to ensure successful implementation of the existing training program. Additionally, the Director will observe, assess, and analyze the existing program as they develop a long-term strategic plan for the newly-designed training program to commence September 1, 2023 (the beginning of FY 2024).

## PRIMARY TASKS

- Develop professional readiness program using existing and adaptable content for consumption by college students preparing for interviews and eventual employment.
- Identify career-readiness competencies to be matched with learning experiences to meet workplace standards.
- Develop learning experiences that include off-the-shelf online modules and live facilitated sessions.
- Leverage technology to scale program efforts
- Convene program staff to ascertain learning gaps of our student populations
- Work with university and industry partners to develop learning modules and to establish an INROADS faculty program.
- Identify incentives for learners such as certification, badging, etc.
- Design plug and play curriculum with original content to ensure students have a wide range of skills to be ready for and successful at their internship
- Ensure different instructional modalities are employed
- Develop system that allows for seamless integration of outcome evaluation activities
- Incorporate ongoing program maintenance and updates

- Plan and Direct National Conference
- Recommend topics suitable for personal and professional development of students, INROADS Alumni, career services personnel, and internship supervisors
- Develop RFP process to identify session facilitators
- Manage all conference logistics to include programming, content, volunteers, industry professionals, technology platforms, etc.
- Serve as consultant to College Links National Director to ensure curriculum, training delivery, and evaluation activities are standardized and consistent with INROADS' learning and development protocols.
- Collaborate with Marketing and Programs Teams to maximize learner participation
- Collaborate with Fund Development Team to identify sponsors and underwriters of training activities
- Develop staff onboarding program and ongoing professional development opportunities for INROADS Staff ensuring that new staff have a comprehensive understanding of the organization, each department, how programs integrate across the organization, and supporting operating systems including:
  - Produce online/video content to introduce new hires to each department, staff, and their roles
  - Work with the IT department to produce content to make new hires aware of the tools and systems available (CRM, Teams, Projects, tracking expenses, etc.)
- Meet with leadership teams to identify skills and knowledge gaps; design continuous education program inclusive of recommendations for external learning, associations, conferences, and certifications.
- Design program for all-staff training event

## **QUALIFICATIONS**

- BA/BS degree, preferably in curriculum development, instructional design, or other education-related discipline; Advanced degree is preferred.
- A minimum of seven years of professional work experience in educational settings (i.e., nonprofit, university, or corporate training division).
- Significant relevant work experience with a focus on designing and leading learning and development activities for young adult learners
- Knowledge of DEI issues within Corporate America
- Demonstrated evidence of innovative program development
- Familiarity with utilizing LMS
- Salary commensurate with experience

**To apply, send your resume and optional cover letter to [jgolden@INROADS.org](mailto:jgolden@INROADS.org).**