



Director of Training and Workforce Development

REPORTS TO: Senior Director of Community Impact

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia, SC office

I. Position Summary

The Director of Training and Workforce Development will lead and coordinate key plans and activities necessary for the successful implementation of evidence-based workforce development, training, and technical assistance. Working for an intermediary organization focused on strengthening families, organizations and communities to prevent child abuse and neglect, the director will develop appropriate plans; manage specific projects and initiatives; supervise a team; and develop and oversee workforce development efforts for organizations, local communities and the state.

II. Duties and Responsibilities

Guide and direct the organization's training and external professional development strategy, overseeing its implementation, and assessing its outcomes. Under the guidance of the senior director of community impact, the director will proactively identify training needs and create programs that align with the organization's objectives and strategic goals;

Lead projects through the design lifecycle from scoping, research and analysis, design, development, and launch; provide clear timelines through all phases, communicate with key stakeholders, and work with evaluation team to identify appropriate measurement for successful implementation.

Guide and direct the documentation of plans and processes essential to the development and delivery of workforce development activities that will include the Building Hope for Children Conference, train the trainer opportunities, peer networking, training, technical assistance, and training contract deliverables within South Carolina.

Manage the development of instructional materials (PowerPoint, training activities, digital interactives, user guides, webinars (including scripts), assessment tools, etc.) for professionally engaging instruction; contribute to curriculum updates and development of new training modules.

Analyze, recommend, negotiate, and maintain training vendor contracts and ensure relationships are managed in a cost-effective manner, and additionally evaluate the quality of all contracted services and costs on an on-going basis.

Explore and recommend earned income opportunities within and outside of the state that include documented processes.

Oversee the system for managing volunteer and contracted trainers. This includes building relationships with new and existing volunteer trainers, learning and codifying areas of volunteer trainer expertise and providing ongoing feedback and accountability as well as appreciation for volunteer trainer efforts.

Develop a plan for providing CEUs for ongoing Children's Trust trainings as well as recommend a process to senior leadership for becoming an accredited training organization.

Oversee the coordination, planning and delivery of all train the trainer training for Protective Factors, ACE, R.O.L.E.S, and other training requests along with Paper Tigers® and Resilience® screenings. This includes ongoing communication (e.g., newsletter, training notification form, trainer contact information form) with volunteer and contracted trainers, maintaining a training infrastructure (e.g., building relationships with trainers, developing training activities and resources), and identifying the best trainers for training opportunities as they arise.

Oversee the integration of Children's Trust training platforms and training technical assistance with all supported programmatic and community-based initiatives, including, but not limited to home visiting, Triple P, Strengthening Families Program, Family Resource Network, and other parenting initiatives.

Coordinate and guide the planning and execution of the Building Hope for Children biennial conference and biennial regional summits on alternating years; engage contracted partners and internal collaboration; manage budget and ensure CEUs are offered.

Work collaboratively and in tandem with Children's Trust human resources team as they develop a professional development plan and program for the organization's staff.

Participate in the hiring and selection process of team members as assigned; manage, develop, and coach supervised team professionals empowering them to elevate their levels of responsibility, span of control and performance; conduct performance development/evaluation processes with supervised staff; adhere to the documentation and policy standards of the organization for management tasks.

In collaboration with finance and senior director of community impact, oversee the Children's Trust budget/funding for community education and training initiatives, as provided by funders, including coordination with other internal departments; be responsible for writing and overseeing funding application processes and reporting requirements.

Coordinate public awareness activities with Children's Trust communications staff and represent Children's Trust as a content expert for workforce development and training.

Support development office efforts through the thoughtful exploration of fundable training ideas and opportunities.

Attend and present when appropriate at local, state, and national events to enhance knowledge and professional development; assist in identifying current research, key topics, and speakers/consultants for Children's Trust educational programming; and participate on state task forces and ad hoc committees when appropriate.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of the organization.

Perform other duties and responsibilities as requested with a professional, positive attitude and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

III. Qualifications

A master's degree in social work education, public health, mental health or other related fields is preferred. The director of community and workforce development should be a proficient or expert trainer with at least five years of experience developing curriculum/training; delivering trainings; embody a command of adult learning theory; and have at least two years of experience building training capacities in others.

Strong knowledge of instructional design principles and practices to include: multiple learning modalities interactive training and learning design, on-line/e-learning design principles, distance learning, instructor-led training, self-paced instruction, and evaluation methods.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written) skills; demonstrated ability to be proactive and take initiative; work both independently and in a team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgment, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interacting with trainers and trainees; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, Menti, GoToMeeting, Zoom, and identified conference platform software.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

This is a contract/grant funded position and subject to change based on funding requirements.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.