

## Director of Content Research & Design

Do you have a passion for developing and delivering a modern learning experience? Are you looking for your next challenge with an association that is in growth mode? Our opportunity is the kind that doesn't come around very often.

**NIGP is on the hunt for an experienced Director of Content Research & Design to join our Content Development team.**

A talented professional to join our dynamic group of professionals that will be deeply dedicated to advancing our members profession. While work experience and educational preparation are certainly important, we don't just hire the best resumes, we hire talented individuals that are a great fit for our culture and values first.

We are looking for someone with an entrepreneurial spirit, with a project manager focus and be inclined to be disruptive and visionary. An individual that brings with them new ideas and are not afraid to lead us to success.

Your Key Responsibilities will be:

### Management & Leadership Activities

- Establish and execute on the overall strategy for content and curriculum development, educational experience for in-person and digital events, Research, and Publications/digital content for NIGP education initiatives – with a focus on expanding NIGP's reach in the public procurement industry
- Develop and manage budgets assigned to education cost centers
- Continually perform Training Needs Analysis on NIGP programs to monitor, recommend, and implement effective learning techniques and delivery methods for all education opportunities throughout the organization
- Cultivate relationships with subject matter experts (SMEs), Members, consultant educators and other experts inside and outside the public procurement community to develop an agile and responsive process for a reliable, high quality content pipeline
- Oversee Research grant program, including issuing call for research and selection of awardee
- Oversee instructor relationships, including contracts, skill improvements, and train-the-trainer
- Identify new opportunities for relationships with educational institutions and strategic education partners
- Facilitates a collaborative relationship with all NIGP departments to ensure a quality product is delivered and successfully meets growth and revenue targets
- Responsible for the management, direction and supervision of department personnel
- Executes on the departments project management methodology for all initiatives and ensures that the work is produced on time, reflects the quality expected from NIGP and achieves the intended results and quality benchmarks
- Oversee the evaluations of all NIGP programs and maintain reporting on Key Process Improvement (KPI) metrics

- Serve as the strategy expert on the LMS, understanding system functionality and configuration options at a level necessary to plan and execute strategically

### Educational Events & Program

In collaboration with Director, Events & Program Delivery: Identify content themes and structure for all Events & Programs, Schedule for yearly Events & Programs and Develop, field, and report on Event & Program success.

- Conduct calls for all Event and Program Presentations and collaborate with Content Management committee to select workshops from received submissions
- Conduct research and subsequent outreach to ensure Events & Programs provide best in class topics and presenters

### Financial Responsibilities

- Develop and administer the annual budget for team
- Ensure on-going statistical records are maintained and accurate

### Certification and Accreditation Programs

- Identification of awards for NIGP content
- Oversee the management of the IACET Accreditation program
- Oversee CEU application process
- Ensure CEU component for all ongoing classes
- Review new course offerings to ensure the ANSI/IACET Standard is met
- Maintain certification and IACET membership
- Review ANSI/IACET criteria and integrate any revisions into NIGP operating procedures
- Identify opportunities for NIGP to create certification/badging programs of various levels

### NIGP Committee Responsibilities

- Support the Content Management & Leadership committee in:
- Furthering the strategic goals for the Board of Directors
- Developing and delivering high quality Event and Program content and professional education programs
- Leveraging the intellectual capital in the NIGP membership
- Positioning NIGP as a leader in industry thought leadership

### Your Ideal Skills and Abilities:

- Demonstrated abilities in Instructional Design and educational program design for both in-person and online
- Strong financial and analytical abilities
- Knowledge of industry trends, tools and best practices
- Expertise in providing ROI and success measures to show impact and areas of improvement.
- Experience designing educational programs using latest industry tools and methodologies
- Demonstrated ability to collaborate with associates at all levels; passion for leadership and learning
- Superior analytical skills and supplier management skills, relationship management experience a plus
- Demonstrated ability to provide creative thinking to problem solving leading to solutions

- Demonstrated ability to think creatively and apply new and fresh ideas
- Effective communication skills, including excellent professional writing and editing, and ability to produce complex information in understandable language, both in writing and verbally, for internal and external audiences
- Strong interpersonal skills in teamwork and collaboration to achieve positive results
- Ability to be flexible and adapt to organizational change and unexpected changes that may occur (e.g., speaker schedule/changes at live meetings)
- Proven self-starter with the ability to manage time and priorities with little direct supervision.
- Supreme attention to detail
- Proven ability to multitask, manage competing priorities and meet deadlines

Your Minimum Qualifications are:

Four-year degree (BS/BA), Master degree in Education preferred

At least 5 years' experience in managing an instructional design team

Experience in non-profit or association management preferred

At NIGP, we are committed to provide competitive salaries that are equitable and reflect the requirements and responsibilities of the position. In addition, we continuously benchmark our benefit package.

*NIGP is an Equal Opportunity Employer, that values the strength diversity brings to the workplace. Individuals with Disabilities and Protected Veterans are encouraged to apply. EOE M/F/D/V are encouraged to apply.*

To apply, please email resume along with salary history/requirements to [careers@nigp.org](mailto:careers@nigp.org).