

POSITION DESCRIPTION

JOB TITLE: Director of Professional Development

STATUS: Exempt

REPORTS TO: President/CEO

DATE: November, 2022

Position Summary:

Responsible for directing the Professional Development Institute (PDI), a subsidiary division of the Illinois Association of Community Action Agencies (IACAA). The PDI is responsible for all training activities of the Community Action Network. This position reports directly to the President/CEO.

Principal Duties and Responsibilities:

- Directs and coordinates the activities of the Professional Development Institute.
- Presents and conducts trainings and other PDI sessions relevant to the outreach of the Illinois Community Action Network.
- Develops learning competencies across all PDI trainings to ensure a high level of education, standardization and credibility.
- Coordinates Family and Community Development (FCD) Specialist trainings in conjunction with the University of Illinois-Springfield.
- Markets and promotes FCD Specialist trainings to like-minded organizations.
- Maintains grade records, files and other materials related to the FCD Specialist certification.
- Embed poverty knowledge into all PDI trainings, including poverty awareness, coaching approaches, and current research.
- Creates and responds to on demand trainings, as requested by the Illinois Community Action Network.
- Implements focus groups and surveys to assess the need for membership trainings and to determine future needs, utilizing in and out of network participants.
- Creates curriculum and/or identifies potential trainers to provide training to the Community Action network.
- Maintains and presents a comprehensive catalog of trainings to potential participants.
- Works collaboratively with the University of Illinois-Springfield and other entities to provide focused, family based trainings to Illinois agencies working with low-income and at-risk populations.
- Coordinates and supports Illinois' Results Oriented Management and Accountability (ROMA) – the national CAA performance management system - training and implementation initiatives.
- Coordinates DCEO CSBG contract activities – coordination of trainings, activities, ROMA support, and contract billing in addition to other included activities, as agreed to in the contract terms.
- Serves as the Illinois point of contract and coordinator for the OCS Regional Performance and Innovation Consortium (RPIC) grant activities – Region 5.

- Provides staff support to standing committees and task forces as assigned.
- Coordinates research and report development on poverty-related concerns dealing with human services.
- Aids in the development of training materials and technical assistance publications.
- Aids in the coordination of special projects.
- Assists with grant writing and editing of official IACAA documents.
- Creates invoices for billings of trainings, DCEO contracts and PDI services.
- Communicates training registration and cancellation information to the Membership Services Manager and the CFO.
 - Communicates with the Membership Services Manager any trainings provided to membership agencies.
- Serves as a member of the IACAA Leadership Team.

Additional Duties and Responsibilities:

- Represents the President/CEO and/or other personnel, as needed.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope: Reports directly to the IACAA President and CEO. Regular interaction with all employees of IACAA. Frequent interaction with CAA members, community groups and governmental authorities.

Performance Expectations: Quality, accuracy, thoroughness, reliability and timeliness of work performed. Responsiveness to CAA members and outside contacts and their satisfaction with service received. Positive promotion of services provided by the Agency where possible and appropriate. Effectiveness of communications and development of good working relationships with management, co-workers, members and outside resources. Clarity, courtesy and tact in interpersonal contacts. Maintenance of confidential business information and ethical conduct.

Knowledge, Skills and Abilities:

- Bachelor's degree in human services, adult education, or related work experience.
- Certifications in poverty coaching, trauma informed, ROMA and FCD strongly encouraged.
- Requires at least five years of adult training.
- Ability to develop materials and agendas.
- Research and writing skills desired.
- Familiarity with personal computers required.
- Strong presentation skills.
- Experience developing curriculum and maintaining student attendance records.
- Effective written and communication skills.
- Experience in public speaking or small group presentations desired.
- Knowledge of state government most helpful.
- Strong understanding of poverty, its causes and conditions and its impact on individuals and communities is essential. A good understanding of Community Action Agencies is preferred.

- Ability to work effectively with persons at all levels of the organization (fellow employees, member agency executives and staff, partners, state and federal agency officials, etc.).
- Personal computer software skills.

Working Conditions: Work is performed largely in a pleasant office environment with minimal chance for personal injury. This position generally works 40-45 hours a week with occasional evening hours to attend meetings. This position requires a safe driving record and current driver's license. The ability to travel at least five working days per month throughout Illinois, with occasional out-of-state travel.

General: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President/CEO. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date