

Job Title: Director of Education Programs
Reports To: Executive Director
FLSA Status: Exempt

Summary

The Director of Education Programs is a member of the USHJA's management team and is responsible for the analysis, development, implementation, management, and growth of education and training programs and services within the Association. The Director will work closely with the Sports Department and other Departments within the Association.

Key Responsibilities

- Develop, implement and manage a strategic education and training plan to enhance and expand the association's capacity to provide and support education and training for members, professionals, licensed officials, and business owners associated with the industry.
- Analyze existing education and training programs, and evaluate for enhancement opportunities.
- Analyze key education and training issues at the regional/local level, and collaborate with others in the development of education and training strategies.
- Manage education and professional development programs and services.
- Provide professional expertise in the design, development and implementation of education and professional development programs and services.
- Utilize new technology and existing modes to deliver education and training to end users.
- Manage work plans and budgets related to the development and implementation of programs and services.
- Coordinate conference calls and communications with various department staff liaisons and committee chairs.
- Assist in the development of professional education programs and services for staff and volunteers.
- Management, supervision and development of staff within the department.
- Other related duties as assigned by the Executive Director.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College degree with a minimum of 5-7 years of work experience with a background in education and curriculum development, or in HR training and development, or an equivalent combination of education, training, and expertise.
- Knowledge and understanding of the educational development processes and current technologies, and their use in delivering educational content.

- Knowledge and understanding of curriculum design, educational content development and testing.
- Experience within or interacted with the academic community in the development of curriculum and educational programs.
- Knowledge of equestrian sports and disciplines.
- Demonstrated skill in proactively engaging and developing relationships with diverse groups of individuals.
- Extensive experience and success managing projects and programs to successful completion.
- Experience developing and managing a team and/or working with volunteers and staff cross departments.
- Possess excellent judgment and creative problem solving skills, including negotiation and conflict resolution.
- Possess strong written, oral, interpersonal and presentation skills; ability and confidence engaging with a diverse audience of individuals.
- Is a strategic and analytical thinker.
- Is a positive, collaborative, and proactive manager who can motivate and collaborate with a team toward a common goal.
- Possess strong computer and office machine skills.

Other Requirements

- Travel and overnight stays and weekends required
- After hours and weekend work required

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms. The employee must frequently lift and/or move items ranging in weight. While performing the duties of this job, the employee is required to travel by air or automobile. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.