

Position Description

Senior Manager

TITLE: Senior Manager of Training Design & Delivery

SUPERVISOR: Director of Product Design & Innovation

PURPOSE: The David P. Weikart Center for Youth Program Quality, a division of the Forum for Youth Investment, seeks a Senior Manager of Training Design & Delivery. The Senior Manager, part of the Weikart Center's newly organized Design Team, will work out of the Weikart Center's offices in Ypsilanti, MI. This position manages the Weikart Center's cadre of national field consultants in their delivery of cutting edge training programs and services to support high quality youth development programs in the field. The Senior Manager works closely with the Field Consultants and members of the Weikart Center's research and field services teams to design new training content, update existing curricula, and monitor training delivery for quality assurance. Key responsibilities include: (a) training design and quality assurance, (b) Field Consultant management, (c) strategic training delivery, and (d) supervision and administration.

Organization & Background

Celebrating its 20th anniversary, **the Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work and life. It provides ideas, services and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs' and practitioners' capacity to create environments in which youth thrive, across all the systems and settings where young people spend time.

In 2008, the Forum created the **David P. Weikart Center for Youth Program Quality** to build the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development with the purpose of improving social-sector outcomes. The Weikart Center's research-based core products and services are currently used in over 4,700 out-of-school time settings nationally and form the basis for quality improvement systems in over 135 publicly and privately funded systems. The Weikart Center empowers education and human service leaders to adapt, implement, and scale best-in-class, research-validated, quality-improvement systems to advance child and youth development.

The Forum is a thriving organization with a budget of over \$10 million, a staff of 48 and headquarters in Washington DC. This position is based in Ypsilanti, Michigan, at the headquarters of the Weikart Center. The Center has an annual budget of over \$4 million and a staff of 24. While the Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base, the Weikart Center's budget is funded predominantly (80+%) by fee-for-service contracts. For more information, please visit <http://www.forumfyi.org/>.

Position Responsibilities

- **Training Design & Quality Assurance (50%)**

Design new training curricula and supporting materials to support the Weikart Center's growing roster of partners and clients, advancing the reach and effectiveness of quality improvement efforts in the youth development field. Ensure efficient, effective, on-time, and on-budget delivery of routine trainings:

- a. Update existing and design new market-ready training curricula and supporting materials (e.g., training guidebooks, distance learning content, video-based coaching, Training of Trainer or TOT re-certification, etc.)
- b. Refine existing and establish new technical assistance, coaching protocols, and follow-up services that can be contracted by clients
- c. Integrate existing training and services with curricula and programming of national partner organizations

- **Field Consultant Management (35%)**

Recruit, onboard, train, and evaluate a national network of Weikart Center-certified field consultants and trainers including:

- a. Coach and support existing Field Consultants (communication via regular newsletter, performance reviews, goal setting, retreat, etc.)
- b. Train and prepare new, and cross-train current, Field Consultants
- c. Build Field Consultant capacity for initiatives with developing partnerships
- d. Lead the design and delivery of annual Field Consultant retreat

- **Strategic Training Delivery (10%)**

Support Field Consultants, key clients, and national partners through strategic co-facilitation of training workshops:

- a. Integrate new and updated deliverables, sometimes with key clients
- b. Support, mentor, and coach Field Consultants
- c. Coordinate and deliver custom training programs with Field Consultants

- **Supervision and Administration (5%)**

- a. Supervise the Training Design & Delivery Specialist
- b. Perform other administrative tasks
- c. Other duties as assigned.

Performance/Character Requirements

The successful applicant will be a highly motivated, organized, and client-focused person with strong knowledge of youth development best practices, direct experience with out-of-school-time professionals, and extensive experience providing and/or managing provision of training and technical assistance in the human service or education fields. Superior communication skills and project management experience are also desired. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to the Weikart Center's mission are critical. Travel is approximately 10% time (subject to change depending on organizational needs).

Qualifications

A Bachelor's degree in Education, Social Work, Youth Development, or Public Administration (Master's degree strongly preferred) and 5-8 years of experience in the out-of-school time (OST) sector as a youth worker, program manager, or trainer/consultant are required.

In addition, the successful candidate will:

- Have direct experience with the YPQI services and process, including completion of Youth Work Methods and Management TOTs, involvement in team-based self-assessment using the PQA, and improvement planning with PQA data.
- Possess working knowledge of child, adolescent and adult development theory and experience programming for diverse populations and learning styles.
- Have a strong track record of delivering training and technical assistance, including data-driven planning content, to teachers, youth workers, OST program managers and/or related human service audiences.
- Have experience supporting organizational and program improvement efforts in school-day or OST settings.
- Have experience managing employees and consultants, including those who work remotely.
- Have project management experience, particularly in the area of delivering training and technical assistance to system-level out-of-school time clients.
- Be familiar with and/or implementing adult learning experiences for youth work professionals.
- Be familiar with a variety of technologies, including the advanced features of Outlook, Excel, Word, and PowerPoint, as well as marketing and communication products such as Constant Contact, GoToMeeting, Zoom, ReadyTalk, and social networking applications.
- Exhibit excellent verbal and written communications skills.
- Have experience supervising staff to achieve goals and demonstrate organizational values.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Senior Manager of Training Design & Delivery will be based out of the Weikart Center's Ypsilanti, MI office.

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

Please send resume and cover letter with salary requirements to: jobs@cypq.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.