

JOB DESCRIPTION

Title: Professional Development Manager
Reports to: Director of Professional Development
Date: 1/24/24

Who we are:

The Federal Laboratory Consortium for Technology Transfer (FLC) is the nationwide network of over 1,000 federal laboratories, agencies, and research centers that fosters commercialization, best practice strategies, and opportunities for accelerating federal technologies from out of the labs and into the marketplace. Please visit www.federallabs.org for more information.

This is a 100% remote position. Occasional travel is required.

Position Overview:

The Professional Development Manager is responsible for developing, implementing, and evaluating program content and creating agendas for FLC's education meetings, virtual and hybrid events, and online courses. Serves as staff liaison to subject matter expert committees.

Responsibilities:

- Lead program content delivery at meetings and events in person and virtual.
- Support the Professional Development Director in curriculum development and management of the FLC LMS.
- Develop a webinar program based on the needs of our members and manage a yearly webinar schedule.
- Develop & manage budgets related to assigned training programs and meetings.
- Oversee and manage registration process for the National Meeting.
- Proofread and review publications (newsletter, program, etc.).
- Work with member agencies to align FLC learning programs with agency programs.
- Identify professional development needs of our members and work with the PD Director to create content to meet these needs.
- Analyze evaluation results, recommend improvements to committees and staff.
- Coordinate with FLC/AUTM Meeting Director on events.
- Other duties as assigned.

Requirements:

- Strong project management skills, ability to multi-task with strong attention to detail and ability to meet deadlines is required.

- Bachelor's degree required. Degree in education, management, or related field a plus.
- Three years' experience in developing program content for meetings and/or educational training preferred.
- Demonstrated success developing and implementing virtual and hybrid educational events.
- Strong interpersonal skills, ability to interact with staff and membership with a high level of diplomacy and effectiveness.
- Innovative thinker with the ability to translate strategic thinking into actionable plans and results.
- Experience creating, monitoring, and managing budgets.
- Proficient in Microsoft Office Suite including Teams, PowerPoint and Excel, Google Docs, Google Sheets and experience working with Learning Management Systems, preferred.
- Proven ability to evaluate curriculum, identify gaps in training and implement new programs.
- Experience in and knowledge of adult learning, and web-based instruction.
- Excellent verbal and written communication skills.
- Ability to travel to 3-5 events is required.
- Ability to lift boxes up to 50 pounds while onsite.
- Ability to work evenings and weekends when necessary and be able to be on your feet for 12+ hours onsite as needed.
- Ability to work successfully in a remote environment required. Employees are expected to be at work during regular daytime business hours.

What do we offer?

By joining FLC, you will have the opportunity to contribute to a collaborative remote workplace where you can make a difference. We have great benefits, paid vacation, holidays, 401(k), and more!

How to Apply:

Please submit your resume to this job board or send it to resume@autm.net.