

## Training Director 2-Year Term

### Board of Directors Position Description

#### Role Description

The Training Director leads the chapter's efforts to plan, coordinate, host, and evaluate chapter training and professional development opportunities. More specifically, this role focuses on providing chapter members with comprehensive training opportunities that may lead to gaining and/or supporting ongoing change management certification.

#### Key Responsibilities

The Training Director collaborates with other Board members and volunteers to plan, facilitate and evaluate ongoing training programs. Key responsibilities include, but are not limited to:

- **Collaborate with the board** to develop (and update as necessary), policies and procedures related to training.
- **Establish, guide and lead the work** of the Training Committee; including its activities, volunteers, and work efforts. This will include:
  - **Develop an annual training strategy;** gain board approval on the strategy. Strategy will include a plan that defines a combination of in person, virtual and online training events and resources and will designate the frequency, type, and geography of events for the year.
  - **Lead implementation of the training strategy;** provide regular updates to the board. Implementation strategies will/may include:
    - **Trainer Recruitment** – develop and implement process for soliciting, vetting, selecting and securing trainers. May include investigating and recommending relationships with training vendors to offer Qualified Education Provider (QEP) and other training programs to chapter members.
    - **Logistics** – collaborate with other board members to budget, secure sponsorships, facilitate registration, execute training agreements, secure venues and refreshments.
    - **Promotion** – collaborate with PR/Communications Director to promote training.
    - **Training Management** – collaborate with board members and volunteers to plan, host, and facilitate training.
    - **Training Evaluation and Reporting** – develop and implement methodology to evaluate training programs, report results, and adjust as necessary.
    - **Collaborate with ACMP Global** and other chapters to best serve the DC chapter.
    - **Online Resources** – explore opportunities to establish and maintain online resources, tools and templates for member use/reference.
- **Ensure transparency and ethics in training activities** and programming in compliance with standards set by the board.
- **Collaborate with other BOD members** to identify and develop other institutional relationships to foster the chapter's mission and as approved by the board for development, such as relationships with other associations, vendors, universities or other organizations.
- **Collaborate and provide support** to other Board members as required and appropriate.

### **Desired Skills/Experience**

- **ACMP Experience** – active ACMP DC member in good standing for minimum of six months; prior experience serving in a leadership capacity for the chapter; strong personal and professional commitment to and knowledge of ACMP DC's mission.
- **Multi-Tasking Wizard** – ability to manage and lead multiple projects, deadlines, and initiatives, working with and through a cast of creative and dedicated volunteers.
- **Detail oriented** – gifted with a strong attention to detail and accuracy, ability to prioritize and organize multiple projects, meet deadlines, problem solve, and get things done through others.
- **Team Leader and Motivator** – ability to inspire, motivate, organize, and achieve results on time and within budget.
- **Innovator, Problem Solver and Doer** – ability to take ownership, exercise creativity and willingly translate strategy into action that produces concrete results.
- **Communicator** – well developed oral, written and interpersonal communication skills; strong business and interpersonal instincts, judgment and integrity.
- **Relationship Builder** – ability to quickly build rapport, build alliances, and influence others in a way that produces win-win outcomes.
- **Strategist** – ability to conceptualize and develop a strategy to meet the chapter's programming goals and overall mission.
- **Prior experience in training and professional development** program management highly desirable.
- **Prior nonprofit experience** desired.

### **Time Commitment**

This position is one of nine volunteer ACMP DC Chapter board members. The position will work closely with the board and volunteers to strategize, implement and evaluate training activities in support of the chapter mission. The Training Director participates in bi-weekly board meetings via phone/web (1-hour), periodic in-person/phone strategy sessions, committee meetings, and chapter events/activities. All board and committee meetings include preparation time, follow-up, and various action items assigned. This represents a minimum of approximately 15 hours per month.