



## Director of Education

### **Position Summary**

Creatively manages the overall learning and leadership development experience for aging services providers in Kansas. The Director of Education will position LeadingAge Kansas as the preferred knowledge resource for aging services in Kansas. This role primarily leads the association's education strategy and programs, while providing oversight and coordination for leadership development and grant-supported initiatives.

### **Qualifications**

- Embracer of change and desire to learn new things
- Proven track record of effective budget development and management
- Thrive in a team environment
- Bachelor's degree in education, health care or other relevant field is required
- Experience in adult education and managing education through web-based platforms
- Excellent interpersonal skills with demonstrated ability to be a team player, work with a wide variety of people and build strong professional networks
- Ability to work independently with a high level of accuracy under tight deadlines and follow through with multiple projects
- Knowledge of Microsoft suite products, video conferencing, web-based data platforms and online learning platforms
- Some travel and driver's license required

### **Physical Demands:**

- Lift and move items up to thirty (30) pounds
- Sit, stand and walk for extended periods of time
- Ability to work on the computer for hours at a time and concentrate on detailed information
- Must be able to speak and listen effectively

### **Status**

Full-Time Exempt

### **Job Duties**

#### **Education Programs**

- Assist with development and implementation of LeadingAge Kansas education priorities and strategic action plans
- Develop, manage and continually enhance educational programs and trainings in accordance with the association strategic plan
- Responsible for building and managing budgets for the education department, LeadingAge Kansas Center for Leadership and individual education events
- Manage all aspects of the continuing education (CEU) credit process
- Researches and analyzes emerging issues in aging services field to inform educational offerings
- Stays updated on trends and best practices in adult education and leadership development to enhance program content and experience

- Support the expansion of online, in-person, and virtual educational offerings by managing platforms, coordinating content development, and identifying opportunities for new learning formats
- Ensure the learning management system is current, accessible, and effectively used to deliver educational content that meets member and organizational needs
- Continually solicit feedback from membership on their education and leadership needs
- Represent association on coalitions, councils and in other meetings as needed
- Create Aging Update newsletter articles and educational content to members, stakeholders and others as needed
- Actively participate in outside networks and events to enhance knowledge, bring fresh ideas, and create new relationships and strategic partnerships for the association
- Work closely with Director of Membership and Business Development to:
  - Assure associate members and partner needs are met through educational events and conferences
  - Develop, expand and oversee member engagement and affinity groups
- Work closely with the Associate Director of Communications and Events to:
  - Coordinate event planning details and needs for training events and conferences
  - Coordinate contract needs and negotiations for major conferences
  - Collect and analyze data to track trends, costs and investment returns on education and leadership offerings
  - Develop and execute comprehensive marketing plans which include performance goals for number of attendees, education club members, etc.
  - Coordinate social media and newsletter marketing content for key education and leadership programs
  - Coordinate creation of brochures and other ancillary materials
- Work collaboratively with all LeadingAge Kansas staff to serve and support LeadingAge Kansas and its affiliates
- Perform other duties as needed

### **Leadership Programs**

- Provide strategic oversight of leadership development programs to ensure alignment with the association's strategic plan
- Coordinate with internal staff, external facilitators, and partners to support delivery of leadership programs
- Monitor program outcomes, participant feedback, and overall effectiveness to inform future direction
- Support continuous improvement and sustainability of leadership offerings, including exploring outsourced or partner-led models

### **Grant Programs**

- Identify and support strategic grant opportunities that align with organizational priorities
- Coordinate development of grant proposals in partnership with internal staff or external resources
- Oversee implementation of funded projects to ensure alignment with grant requirements and organizational goals
- Monitor reporting requirements and support compliance activities related to grant-funded initiatives

**Misc. Duties**

- Serve on site for Spring and Fall Conferences
- All other duties as assigned

**QUALIFICATIONS**

- Embracer of change and desire to learn new things
- Proven track record of effective budget development and management
- Thrive in a team environment
- Bachelor's degree in education, health care or other relevant field is required
- Experience in adult education and managing education through web-based platforms
- Excellent interpersonal skills with demonstrated ability to be a team player, work with a wide variety of people and build strong professional networks
- Ability to work independently with a high level of accuracy under tight deadlines and follow through with multiple projects
- Knowledge of Microsoft suite products, video conferencing, web-based data platforms and online learning platforms
- Some travel and driver's license required

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement

Work Location: In person