Training Program Manager

Founded in 1998, Proof Alliance is the largest organization in the U.S. dedicated to preventing prenatal alcohol exposure and improving outcomes for people impacted by FASD. We use a systems approach to build alliances with partners in the education, research, legal/judicial, healthcare, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness and an FASD-informed future. Join us in this meaningful work!

**TITLE:** Training Program Manager

**WORK STATUS:** Exempt, 1.0 FTE

**SALARY:** $58,000

**LOCATION:** This position is in St. Paul Minnesota. Proof Alliance values a flexible working environment and currently works in a hybrid environment with time spent in the office and remote, depending on the position requirements. This position may have up to 10% statewide or national travel.

**REPORTING STRUCTURE:** This position reports to the Director of National Programs.

**PRIMARY DUTIES & RESPONSIBILITIES:**

The Training Program Manager will manage Proof Alliance’s comprehensive training department to provide trainings on fetal alcohol spectrum disorders (FASD) that increase knowledge and skills amongst families and professionals. In partnership with the Director of National Programs, the Training Program Manager will lead the strategic expansion of the training department to foster an FASD-informed workforce and community by expanding geographic reach and program participation.

**Program & Partnership Development (30%)**
- In partnership with the Director of National Programs, lead the strategic growth of the Train the Trainer Program and the Speakers Bureau in order to mobilize a robust set of community educators to expand the impact of the training department.
- Cultivate and manage long-term partnerships across a variety of professional sectors to integrate Proof Alliance training (e.g., school districts, universities, social service agencies, healthcare systems, tribal communities, community-based organizations, substance use treatment organizations, child welfare system, judicial system, and law enforcement).
- Identify opportunities to create new partnerships to broaden programmatic reach across new geographies and new audiences.
- Communicate the value and impact of the training department by contributing to reports and proposals as needed.

**Program Management (50%)**
- Plan and execute in-person, virtual, and on-demand trainings for multiple professional sectors in response to needs identified by key stakeholders and community partners. This includes curriculum design, logistical planning and execution, contracts, communications, speakers, continuing education credits, and program evaluation.
- Manage a learning management system of recorded on-demand webinars.
- Coordinate presentations and exhibiting at professional conferences, both internal and external.
- Manage all aspects of the Speakers Bureau Program and the Train the Trainer Program, including community volunteer management and program administration and evaluation.
- Proactively collaborate with the communications department and other team members to promote training opportunities.
- Manage the training program budget, invoices, and contracts.

Volunteer Management (20%)
- Recruit, engage, mobilize, manage, and appreciate volunteer community educators:
  - Speakers Bureau volunteer educators
  - Train the Trainer volunteer educators

QUALIFICATIONS:
- 3+ years of project management and program development experience, with the ability to manage multiple projects at the same time.
- 3+ years of experience in training/education, and experience with digital platforms for virtual training delivery: video editing software, Zoom, PowerPoint, and Teams. Experience with WordPress is a plus.
- 3+ years of experience developing new partnerships with community-based organizations.
- Demonstrated success mobilizing and managing others.
- Demonstrated success collaborating effectively with diverse communities and team members.
- Highly effective verbal and written communications skills and experience with public speaking.
- Ability to travel throughout Minnesota 10% (day trips, occasional overnights) and nationally on occasion, and must have a valid driver's license.
- Bachelor of Arts Degree or other equivalent experience required.

ADDITIONAL INFORMATION: Proof Alliance offers a complete benefits package that includes generous time off, medical & dental insurance, short- and long-term disability, life insurance and an IRA match. Proof Alliance is an equal opportunity employer and values a diverse and inclusive work environment. The selected candidate will need to pass a background check for violent offences and offences against vulnerable populations. Legal authorization to work in the United States is required, including providing required valid documents for Employment Eligibility Verification (I-9 form).

HOW TO APPLY: Please email ALL of the following information to humanresources@proofalliance.org. Applications received by July 31, 2023, will receive priority. Candidates with incomplete packages may not be considered.
1. Your resume
2. Your cover letter telling us:
   - Why you are interested in this position.
   - How you believe you meet the qualifications.