

Director of Learning & Development

The Jed Foundation ★★★★★ 3 reviews

New York, NY 10001

Remote

\$105,000 - \$120,000 a year - Full-time

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Job details

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Salary

\$105,000 - \$120,000 a year

Job Type

Full-time

Remote

Full Job Description

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The Director of Learning and Development is responsible for overseeing the development of new curriculum for workshops, training programs and other learning experiences and ensuring that these activities are aligned to JED's mission, vision, and theory of change.

The Director of Learning and Development is an individual with education and training & development expertise, preferably with experience in designing in-person and virtual-led learning experiences in public health and/or for other systems change level fields. Has proven experience in creation of learning interactions that enable behavior change and skill development. Understands and implements adult learning practices for young people from diverse backgrounds. They will eventually build a team of instructional designers to support and execute on the Learning and Development strategies for JED.

Key Responsibilities

- Develops and implements strategic plans for learning and development, including identifying training needs for varying and prioritized audience groups, and developing curriculum to address target audiences' needs.
- Works with Subject Matter Experts (SMEs) or leverages existing learning experiences and materials to ensure current educational programming content is relevant, accurate, and up to date.
- Leads learning designers in creating and delivering content with various audiences in mind, ensuring that all learning interactions have learning objectives that are aligned to defined behavioral outcomes, and that those experiences build knowledge, skills, and encourage meaningful behavior change.
- Identifies instructional end goals and behavioral outcomes and creates multimedia content that addresses them.
- Visualizes, names, and outlines supporting material/media needed to enhance learning processes.
- Collaborates with leadership to develop thorough professional development programs for staff in research to ensure high-quality competencies in these areas across the organization.
- Creates engaging learning activities and compelling course content that drives measurable retention of information and compels behavior change.
- Collaborates with the Design and Impact team on outcome measures and criteria to develop assessment instruments used to gauge learner performance.
- Assigns resources and transfer information about learning objectives and outcomes to learning designers and developers.
- Maintain project documentation.

Skills Knowledge and Expertise

- Minimum of bachelor's level training in Learning & Education Studies, Adult and Organizational Development, Adult Learning & Leadership, or equivalent combination of experience, education and/or certifications in a variety of L&D areas is required. Individuals with a public health background are encouraged to apply.
- 5-7 years of experience working in learning and development in a mission driven environment preferably in the mental health space.
- 2- 3 years of experience building and managing instructional designers
- Experience with developing and implementing educational programming focusing on adolescents and young adults.
- Knowledge of a variety of training delivery systems.
- Skilled in measurement and evaluation of training initiatives
- Intellectual curiosity: Demonstrates a genuine interest in learning and staying current in mental health and suicide prevention.
- Work ethic: Possesses a strong willingness to work hard to get the job done.
- Communications (written, oral, and public speaking skills): Speaks, writes, and presents clearly without being overly verbose.
- Teamwork/collaborative spirit: Reaches out to peers and other team members to establish a collaborative working relationship.
- Proactivity: Acts without being told what to do. Brings new ideas to the organization.
- Organization and planning: Plans, organizes, and schedules in an efficient, productive manner. Identifies and focuses on key priorities.
- Attention to detail and follow-up: Does not let important details slip through the cracks or derail a project.
- This is a remote position that will mainly work with colleagues in the eastern timezone.
- Ability to travel within the US up to 20% of the time.

Location/Travel Information

Please note that this position is largely remote but will require retreat/business meetings at JED's central office in NYC or other locations as designated by JED leadership. Additional travel may be required.

About The Jed Foundation

JED is a nonprofit that protects emotional health and prevents suicide for our nation's teens and young adults. We're partnering with high schools and colleges to strengthen their mental health, substance misuse and suicide prevention programs and systems. We're equipping teens and young adults with the skills and knowledge to help themselves and each other. We're encouraging community awareness, understanding and action for young adult mental health.