

Job Description

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| Job Title: | Director, Training & Development |
| FLSA Status: | Full-time/Exempt |
| Department: | Program |
| Reports To: | Chief Program Officer |
| Location: | Rung St. Louis |
| Schedule: | Varies; will include regular evening hours (up to 2x per week until 8:15 p.m.) and occasional weekend hours |
| Salary Range: | \$91,000 - \$94,000 |

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2024, Rung will focus on career pathways in the technology and advanced manufacturing industries. Rung for Women partners with employers and training providers who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and/or apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 500 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung for Women's model provides a focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: This position leads the Training & Development team in Rung’s Program department. The Training & Development team is responsible for the development and execution of Rung’s training services for members (including technical skills training support and Rung’s Professional Power Skills program). The Training & Development team also provides consultative support to other departments and teams related to the design and facilitation of small and large group learning experiences as needed.

The Director, Training & Development is responsible for the overall management of the Training & Development team, overseeing the design & execution of the programmatic elements the Training & Development team is responsible for, providing facilitation coaching & support to others in the organization, and facilitating member programming. If you love to support others in growing their facilitation skills, managing and producing high-quality learning programs, and engaging with program participants, then this position is for you.

How you’ll help Rung achieve our vision: The Director, Training & Development is responsible ensuring our Members have access to the training, professional development, and study supports to develop the skills they need to succeed in their career. This role will oversee the design, delivery, and revision of high-quality training and education options for our Members that are aligned with Rung’s outcomes

What you will do:

Manage & Supervise Training & Development Team

- Lead and align a team responsible for designing and delivering Rung’s professional courses, workshops, and study supports related to Members’ professional and job-related skills.
- Hire, train, and provide coaching and supervisory support to the Training & Development team to ensure exceptional service to members
- Develop an efficient and effective team, who consistently meet/exceed organizational goals and metrics
- In collaboration with Program team leaders, execute team-wide development strategies to ensure the Training & Development team are developing their knowledge of adult learning and facilitation best practices
- Work with Chief Program Officer to develop, track, and manage annual budget and goals
- Cultivate a positive and collaborative workplace culture that promotes teamwork, trust, transparency, accountability, and values diversity, equity, and inclusion

Oversee Quality Design & Execution of Member Learning Programs

- Provide overall management for the design/revision and execution of core member learning programs, including Professional Power Skills and Skills Training
 - Manage programmatic calendars related to member learning programs, in collaboration with Manager, Learning & Instructional Design
 - Coordinate the scheduling, management, and training of volunteer support in collaboration with the Community Engagement Coordinator
 - In collaboration with Manager, Learning & Instructional Design, manage revisions & updates to relevant courses in the Brightspace LMS

- Design/revise curriculum and courses as necessary
- Manage the design and execution of new member programming as necessary
- Facilitate member professional development workshops and classes (including Professional Power Skills) to ensure members can demonstrate skills based on Rung’s standards.
- Regularly evaluate the effectiveness of member learning programs based on observation, member feedback, and outcomes data
- Manage Training & Development team to ensure Member data (attendance, notes, and other program data) are up-to-date in Rung’s Salesforce CRM system

Support an Organizational Vision for Learning & Development

- Develop and maintain a set of organizational standards and best practices for the design and facilitation of adult learning experiences
- Provide coaching and consultation services to other verticals and teams to support the design and facilitation of adult learning in alignment with organizational standards
- Provide training to Rung staff on design and facilitation as needed

General Program Support

- Coordinate the development of Member program processes & logistics in collaboration with Sr. Director, Program & Director of Member Engagement
- Support program implementation & management in coordination with Sr. Director, Program
- Participate in cross-functional teams to ensure successful execution of program and achievement of organizational goals
- Assist other departments as needed
- Support organizational goals related to data collection by ensuring team & Member participation in organizational survey

What you need to bring us:

- Passion for Rung’s vision and mission
- Prior experience in career training/workforce development preferred
- Understanding of non-traditional careers for women and occupational segregation
- Proven experience in instructional design and with instructional technology
- Excellent knowledge of learning theories and instructional design models
- Experience with facilitation and training for groups of adults
- Previous experience leading diverse teams that consistently achieve results
- Demonstrated experience in working with individuals from diverse backgrounds
- Skill in successfully influencing/persuading others
- Ability to effectively delegate
- Ability to manage multiple competing priorities and a dynamic environment
- Collaborative decision-making style
- Strong commitment to achieving results
- Comfortability adapting program & process as organizational & participant needs change

- Proficiency with Microsoft Office products & aptitude for learning new technology systems
- Familiarity with CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to two days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on July 12, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/394c0dd4-62c9-477e-967a-eabab1b607a7?type=candidateba>