



Position Title: **Program Development Manager**

Date: September 20, 2022

**Program Development Manager
Job Description**

CASAS is a nonprofit organization whose employees make significant contributions in support of adult education and workforce development programs around the world – from local programs to national-level initiatives. We celebrated our 40-year anniversary in 2020 and are continuing our focus on the development and support of competency and standards-based approaches to program design and delivery. Our aligned assessments and integrated data systems inform instruction and improve programs for all instructional levels, from beginning literacy through transition to postsecondary education and training. Comprehensive data and reports help guide youth and adult learners in meeting their educational goals in the areas of work, family, and community/civic participation. Agencies rely on the data for program placement, targeting instruction, monitoring learner progress, and certifying milestones, benchmarks, and completion of instructional levels and programs.

The position offers an extraordinary opportunity for an enthusiastic, creative, and effective advocate and leader to build on the unique history of CASAS and to focus on supporting adult education and workforce development programs in this critical moment.

Our team is dedicated and committed to quality and to one another. The Program Development Manager will be a key member of the leadership team, reporting to the President, providing overall direction and operational management for program development, outreach, marketing, and training initiatives. Helping to set the overall vision of CASAS and shaping the management of the organization are also essential roles as part of the CASAS leadership team.

The ideal candidate will have the knowledge and skill to lead all aspects of adult education and workforce training professional development and technical assistance materials development (i.e., facilitation guides, content webinars on various relevant topics, training curriculum), and be able to guide projects to translate research and evidence into technical assistance and training materials.

The Program Development Manager has responsibility for internal program implementation processes. The Program Development Manager will spearhead business development activities, including fostering partnerships, proposal and grant development, and other related development activities.

The Program Development Manager will proactively lead and execute solutions in a fast-paced multi-service environment and will work collaboratively to ensure a high-performance, data-driven, outcomes-focused culture. The Program Development Manager will strive to connect deeply with the states and agencies we serve and put the people we serve at the heart of our program management approach.



Responsibilities/Duties

Leadership

- Manage a team of highly qualified training specialists.
- Lead with a “hands-on” and highly supportive approach, both within and across teams and departments.
- Serve as a collaborative leader who enjoys working closely with other leaders and experts as part of a tight-knit team.
- Effectively communicate all relevant issues to leadership proactively.

Engagement with national and state level agencies and partners

- Initiate and cultivate strong partnerships and relationships with local, state, and national organizations and agencies.
- Provide policy guidance to state and national adult education and workforce development organizations, agencies, and programs.
- Engage and connect with stakeholders and the leadership team at CASAS to understand the needs, challenges, and opportunities for the agencies we serve.
- Provide leadership and guidance to a highly qualified team of CASAS program specialists to support national and state implementation initiatives.

Research

- Superior ability to interpret and synthesize qualitative and quantitative data to develop relevant insights and guide the publication of research briefs focused on research-to-practice to inform program improvement and student outcomes.
- Use relevant data to forecast trends and determine priority program development.

Program Development

- Translate research and best practices into policy guidelines and implementation tools and materials.
- Create high-level action plans to implement assessment policy and training solutions.
- Write grant proposals and secure funding for new initiatives and for current programs.

Marketing and Outreach

- Establish priorities, develop, and manage marketing initiatives.
- Represent CASAS and present at state and national conferences and meetings.
- Oversee the organization’s communications and marketing plan including, but not limited to, the website, social media, videos, catalog, and conferences, including the CASAS National Summer Institute.

Training

- Manage the design, development, and implementation of onsite and virtual professional development and technical assistance throughout the United States.
- Oversee development of implementation guides, tutorials, train-the-trainer guides, and other “how to” materials to support professional development initiatives.



Personal Qualities

- Demonstrated ability to effectively recruit, supervise, and lead a diverse team that includes both senior and early-career members.
- Ability to work independently as well as in a team environment functioning in a results-oriented manner.
- Excellent people skills with a strong diplomatic and collaborative approach.
- Flexible work style, sufficient to function effectively with changing directives and priorities, where all information is not known.
- Excellent ability to guide customer service organizational practices.
- Strong entrepreneurial and growth mindset.
- Willingness to do “whatever it takes” to deliver impressive results.
- Interest in asking, “How might we improve?” and digging into the “why” and “how” programs are best run with an ongoing process-improvement focus.

Project Management Skills

- Skilled at tracking, managing, organizing, and ensuring the timely completion of multiple complex projects and assignments – for self, for your teams, and external partners.
- Ability to collaborate with diverse teams to direct project tasks and staff.
- Experienced in developing and managing contracts.
- Can use resources strategically, efficiently, and effectively to meet the evolving needs of our customers and community with the highest levels of integrity.

Education and Experience

- Master’s Degree in Education, Measurement, or related field required.
- At least 4 years of experience in adult education and workforce development, including experience leading statewide and national projects.
- Experience developing and implementing accountability and professional development policies at the state or national level.
- At least 4 years of experience developing and/or using standardized assessments for accountability reporting
- A combination of 6+ years of related program management/director level experience and/or additional people-management experience, including direct and indirect reports.
- Experience in managing, delivering, and evaluating professional development initiatives.
- Experience developing state- and national-level adult education policies, including interacting with state and national staff.

Other

- Outstanding written, verbal, and presentation skills for a variety of audiences
- Skilled with Microsoft Office, database management, project management
- Good functional abilities with Excel, PowerPoint, and Word
- Ability to travel (up to 30 percent of work hours)
- Must provide samples of professional development or technical assistance facilitation and materials and a sample of a published work.



Comprehensive Adult Student Assessment Systems

Telecommuting option available.
Excellent health benefits covering medical, dental, vision.
Employer contribution to 403(b) retirement plan.
Generous vacation and sick leave benefits.
Salary is commensurate with experience.
Submit resume to apply@casas.org

The above statements reflect the general duties/responsibilities necessary to identify the type and level of the position and are not intended to set forth all the specific requirements of the position. CASAS is an at-will employer and as such reserves the right to revise or change job duties and responsibilities as the need arises. The employee/employer relationship may be terminated by either party at any time with or without cause. This position summary does not constitute a written or implied contract of employment.

Posted on September 20, 2022