

**JOB TITLE: Director of Learning and Development**

*Full-time (40 hours) salaried position with benefits*

Work location:

REPORTS TO: Director of Personnel

DEPARTMENT: Personnel Group

**OVERVIEW**

The *Director of Learning and Development* is part of a team creating a culture of development for all of TEAM and those working in association with TEAM. This position will manage a growing portfolio of learning and development programs, including e-learning and blended learning solutions in a collaborative environment. This experienced leader will also assist in the analysis, design, development, and implementation of new learning and development programs and negotiate the use of learning tools created by others and useful to further the development purposes of TEAM.

**INDIVIDUAL PROFILE**

The *Director of Learning and Development* will be a believer in the Lord Jesus Christ, be in fellowship with a Bible-believing church, and want to make a difference through involvement in world mission. This individual must personally share the beliefs, purpose, vision, and values of TEAM and heartily endorse TEAM's strategy of working with an Association of organizations who collaborate to reach a needy world with the gospel of Christ.

**KEY RESPONSIBILITIES**

- The *Director of Learning and Development* will be a person who enables TEAM and our Association partners in the following ways:
- Manage or collaborate in multiple learning programs for individuals, small groups and large groups, while seeking to improve the effectiveness of each program
- Work closely with internal stakeholders and Association collaborators to continually improve current training curriculums while fostering a culture of high performance, team member engagement, people development, and team effectiveness
- Be a champion for TEAM's development and learning strategies and be a positive influence to promote use and adoption
- Assess and enhance the long-term capabilities of the Learning and Development department and develop the department into a team that exemplifies TEAM's learning and development ideals
- Develop and maintain a portfolio of concurrently running learning and development programs, taking full advantage of existing courses and programs developed by others. Monitor and manage training support activities to ensure high quality, innovative training and learning development solutions
- When necessary, assist in the development, design, and execution of new training curriculum, courses, and activities
- Develop external relationships and leverage outside expertise to ensure curriculum and strategy improvement and to discover new learning tools and programs that can be incorporated into TEAM's development and learning toolbox

## **KEY SKILLS and REQUIREMENTS**

- 5+ years of experience in adult learning, program development, instructional design, and group facilitation
- Strong experience with learning management systems; hands-on instructional design experience; knowledge of eLearning authoring tools and online training platforms
- Familiarity with training assessment and data gathering methodologies
- Effective in large group facilitation. Strong oral and written communication skills, and strong interpersonal capabilities.
- Able to motivate and inspire a team to deliver learning solutions aligned with best practices, internal customer needs, and strategies
- A proven track record of effective collaboration and partnership skills in a complex organization
- Strategic skills, including development and execution of training and leadership development strategic plans
- Intermediate to advanced skills/experience in developing training materials
- Excellent multi-tasking and organizational skills
- An intelligent and articulate individual who can relate to people at all levels of an organization
- Ability to express and listen to ideas, thoughts and concepts clearly and effectively both verbally and in writing
- Comfortable working in a faith based setting
- Minimum of Bachelor's degree
- Able to manage multiple projects simultaneously and meet deadlines
- Travel up to 20%. Travel may include international trips

## **PHYSICAL and TRAVEL REQUIREMENTS**

- Communicate appropriately and clearly both verbally and in writing; comprehend and speak English with the general public and co-workers
- Use a keyboard to enter, retrieve or transfer words or data
- Work for extended periods of time at a computer, requiring the ability to focus on and read/comprehend information on a computer screen, typing skill to enter information and/or move from screen to screen on the computer to view information
- Perform basic mathematical calculations
- Sit at an office desk for extended periods of time
- Display the reading skills necessary to proofread written materials
- Willingness and ability to travel by car and plane / must be able to navigate airports and travel domestically and occasionally internationally

## **ABOUT THE EMPLOYER**

TEAM - The Evangelical Alliance Mission is a global mission agency that partners with local churches to send missionaries and establish reproducing churches among the nations. We envision the church transforming our world. In order to accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer.

Applications for employment are available online at [www.TEAM.org](http://www.TEAM.org)

Inquiries may be made to:

**TEAM / The Evangelical Alliance Mission**  
400 S. Main Place, Carol Stream, IL 60188-2407  
Human Resources <> Ph. (630) 614-4871 <> [Human.Resources@TEAM.org](mailto:Human.Resources@TEAM.org)

## STAFF JOB COMPETENCIES

The following list describes the general competencies that correspond to responsibilities, skills and requirements of the staff job description, leading to effective work. These are provided as a roadmap for *Director of Learning and Development's* ongoing development through learning, experience and coaching. Growing competency in the areas listed below is a significant part of establishing annual employee development goals.

- **Interpersonal Skills**
  - Treats others appropriately with courtesy, sensitivity and respect
  - Resolves differences effectively and graciously
  - Contributes to team cooperation within and among work groups
- **Communication**
  - Listens actively and asks for clarification as needed.
  - Expresses thoughts clearly in speaking and writing
  - Selects the medium, forum and manner appropriate for the setting and culture
- **Decision-making**
  - Considers differing points of view and seeks input
  - Able to analyze facts, solve problems and make decisions
  - Demonstrates prayerful discernment and good judgment
- **Adaptability**
  - Flexible in dealing with people's different work styles and cultures
  - Responds constructively to setbacks and changing conditions
  - Receptive to new or additional assignments
- **Task Management**
  - Demonstrates mastery of fundamentals required for the assignment
  - Plans, organizes and prioritizes workload for timely completion
  - Takes initiative that leads to effective results
- **Servanthood**
  - Shows a commitment to serve for the good of others
  - Ensures that actions meet the needs of the work context
- **Continual Learning**
  - Assesses and recognizes own strengths and weaknesses
  - Maintains a growth plan updated on a yearly basis and pursues self-development
  - Regularly meets with a growth partner for accountability and encouragement