



## ABOUT THE EMPLOYER

**TEAM - The Evangelical Alliance Mission** is a global mission agency that partners with the local church to send missionaries and establish reproducing churches among the nations, going where the most people have the most need and proclaiming the gospel in both word and action. We envision the church transforming our world.

Founded more than 125 years ago, we partner with churches to send missionaries to work in evangelism, church planting, community development, healthcare, education, social justice, business as mission and many other areas of global missions. To accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer. God provides what is necessary to carry out world evangelization. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel share the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[-] 1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

## ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a Bible-believing church and **wants to make a difference through involvement in world missions**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#). Must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious.

## TEAM STAFF COMPETENCIES

### Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

### 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

### Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

### Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

### 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

### Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

### Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement



## JOB DESCRIPTION

|                       |                                      |                            |           |
|-----------------------|--------------------------------------|----------------------------|-----------|
| <b>Job Title:</b>     | Director of Learning and Development | <b>Revised Date:</b>       | 2019      |
| <b>Reports to:</b>    | Director of Personnel                | <b>Department:</b>         | Personnel |
| <b>Work Location:</b> | Remote in North America              | <b>Job Classification:</b> | Full-time |

### JOB QUALIFICATIONS:

- 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

### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- 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

**JOB OVERVIEW:**

The Director of Learning and Development is part of a team creating a culture of development for all of TEAM and associate partners. 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.

**KEY RESPONSIBILITIES:**<sup>1</sup>

- 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

---

<sup>1</sup> Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

**TEAM - The Evangelical Alliance Mission** | 400 S. Main Place, Carol Stream, IL 60188-2407

Human Resources Manager | Ph. (630)326-3430 | [Human.Resources@TEAM.org](mailto:Human.Resources@TEAM.org)