

Certification Program Manager

Team	Education and Certifications
Position summary	The Certification Program manager oversees and leads the Presentation Guild certification program and collaborates with everyone on the board to maximize the effectiveness of our certifications and related offerings.
Key responsibilities	<ul style="list-style-type: none">• Develop and implement strategies to enhance the value and recognition of our certification programs. Annual strategic planning for the program.• Responsible for the complete certification program, processes, and life cycle, including understanding of the market for a presentation certification, signup process, payments, exams and bootcamps, awarding of certification badges, renewals, expirations, etc.• Collaborate with finance and technology colleagues to ensure the program's technology tools integrate with the organization's technological infrastructure and payments are accurately recorded in our bookkeeping system.• Ensure all certification initiatives align with the organization mission and industry standards.• Make recommendations on program eligibility, pricing structure, etc., based on alignment with organizational strategy and certification program best practices.• Regularly evaluate the certifications program for effectiveness. Document all policies, processes, and procedures. Identify any gaps, and plan and implement improvements and enhancements.• Recruit and retain a team of board operations associates and contractors. Build and maintain the team. Plan for certification program manager succession in collaboration with the education director, governance team, and nominating committee.
Qualifications	<ul style="list-style-type: none">• Proven track record of successfully running all aspects of a certification program.• Creative thinking and problem-solving skills.• Technical skills, including working with certification software applications, content management systems, HTML and CSS, design software including PowerPoint and Canva.• Experience volunteering with a growing organization, especially a trade association, is preferred.• Passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.
Time commitment	<ul style="list-style-type: none">• Attend monthly board meetings. A minimum of 75% attendance is required.• Attend monthly team meetings, plus recurring check-ins, cross-team, workgroup, and committee meetings as needed.• Work an average of 5-10 hours per week on organizational activities.