

## Education Director

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Team	Education and Certification
Position summary	The Education Director develops and evolves the Presentation Guild's educational programs, including trainings, certifications, and instructional content, ensuring all educational offerings are effective, satisfying to members and non-member audiences, and aligned with the organization's purpose and mission.
Key responsibilities	<ul style="list-style-type: none"><li>• Lead the Education and Certification team, fostering a collaborative environment that encourages innovation and continuous improvement.</li><li>• Set performance targets, regularly evaluating and providing feedback to team members to ensure the team meets its objectives.</li><li>• Oversee the design, implementation and design of relevant and high-quality educational offerings, ensuring they are aligned with the organization's purpose, mission, and value propositions and that they reflect the Presentation Industry Professional Standards.</li><li>• Regularly evaluate the intrinsic and strategic value of offerings, including assessing their pricing structure.</li><li>• Initiate, develop, and maintain strategic and practical partnerships and sponsorships for educational initiatives.</li><li>• Manage the development and maintenance of the certification program in cooperation with the certification program manager.</li><li>• Collaborate with other teams to develop and implement educational events, promote and communicate educational initiatives, optimize user experience, and increase utilization of educational content.</li><li>• Monitor and evaluate the effectiveness of offerings through data analysis, user feedback, and industry trends.</li><li>• Use data-driven insights to make recommendations for program enhancements and new initiatives.</li><li>• Develop and manage the team budget, ensuring programs are cost-effective and aligned with the association's financial goals.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Is a strategic thinker with a deep understanding of adult learning principles, instructional design methodologies, and the Presentation Industry Professional Standards.</li><li>• Strong background in educational program management.</li><li>• Experience developing and managing certification and continuing education programs.</li><li>• Proven experience in event planning and management, particularly educational events.</li><li>• Excellent leadership, communication, and interpersonal skills.</li><li>• Ability to work collaboratively with internal teams, external partners, and industry experts.</li><li>• Strong project management skills with the ability to manage multiple projects simultaneously.</li><li>• Proficiency in using Learning Management Systems (LMS) and other educational technologies.</li><li>• Passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.</li></ul>

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Time commitment

- 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.
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