



## Director, Education & Training

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For the last 40 years, Southface has been a leader in the research, design, and implementation of a regenerative economy for the Southeast. We are a group of change makers with a laser-focus on generating the outcomes that lead to *vibrant, healthy communities for all*.

### Education & Training Team Overview

A successful regenerative economy requires an educated workforce ready to solve complex problems and implement solutions. Our Education & Training team designs curriculum and delivers online and hands-on trainings with a focus on developing skills to empower current and future generations of the workforce.

### Position Overview

The Education & Training Director is a member of the senior leadership team and reports to the President. Specific responsibilities include, but are not limited to:

- Oversee strategy, development, implementation and evaluation of in-person and online curriculum and trainings for Southface programs.
- Develop and expand strategic education and training opportunities within new markets and connect successful trainees with employment opportunities.
- Amplify our impact through strategic partnerships, including workforce development and placement agencies, vocational/technical programs and similar.
- Partner with the Communications & Outreach Program Manager to develop and implement the marketing of Education & Training Team programs and activities.
- Collaborate with team leaders to advance the education and training aspect of our mission across Southface programs.
- Oversee budget development for the Education & Training team, including the pursuit and administration of grants, fee-for-service opportunities and government contracts.
- Participate in organizational strategic planning activities.
- Hire, train, develop and appraise direct reports.

### Qualifications

The successful applicant for the position will meet the following requirements:

- Bachelor's degree and 8 to 10 years' progressive professional responsibility for management and administration of education and/or training programs
- Experience with adult education and training preferred
- Demonstrated experience with program development from defining goals through

implementation, including analysis of outcomes and financials

- Collaborative, positive team-building demeanor with proven experience creating an inspiring team environment
- Exceptional task management and organizational skills
- Strong written and verbal communication skills
- Excellent knowledge of MS Office
- Knowledge of learning management systems
- Valid driver's license with no major violations

### **Physical Requirements**

Ability to carry 35 pounds, which may involve carrying project materials including program signs, presentation materials and equipment, such as a projector.

### **Benefits**

Southface offers competitive health and benefits:

- Salary commensurate with experience
- 15 days of Paid Time Off annually (prorated in your first year)
- 10 paid holidays annually
- Excellent medical insurance benefits
- 403(b) retirement plan with company match
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

### **Hours of Work**

Monday through Friday between 8:30 a.m. to 5:30 p.m. with flexible options. Occasional weekend or evening hours.

### **Salary and Application Process**

Respond with a cover letter and resume to [careers@southface.org](mailto:careers@southface.org) with "Director, E&T" in the subject line. Please, no telephone inquiries.

**Pre-employment background checks are conducted on final candidates.  
Southface is an Equal Opportunity Employer.**