

Director of Learning Design and Experience

Cardea is a national, women of color-led organization that provides social impact evaluation, policy advancement, capacity development, and professional learning services to health and human service organizations. Cardea envisions a world in which optimal health and well-being, equity, and justice are realities for all communities, and we address complex program, policy, and systems issues by co-creating solutions that center community strengths and wisdom.

The Director of Learning Design and Experience is a critical member of the Senior Directors' Team and plays a key role in providing strategic planning and oversight for professional learning initiatives, across Cardea, that align with our vision, mission, and values. This position reports to the Chief Strategy Officer.

Business Strategy Development and Management

- Stays current with the research literature and emerging best practices related to instructional design for eLearning and facilitated training, workforce development, and user experience
- Engages in business development activities including nurturing and leveraging relationships with existing clients and contributing to proposal efforts
- Works with the Leadership Team to develop relationships with potential clients including government, foundation, and other social impact investors
- Authors/Co-authors publications, presentations, and other engagements, including identifying opportunities for conference presentations

Communication and Collaboration

- Communicates effectively with the Leadership Team, Senior Directors, and staff
- Responds in a timely manner to requests for information, input, and guidance on strategic conversations, projects, and ideas
- Develops, implements, and maintains effective systems of communication that foster open and inclusive discussion around cultural proficiency issues
- Shares information and interacts with staff and external clients, using a variety of communication strategies

Project Leadership

- Provides leadership, supervision, and overall coordination to operational/project teams of Directors, Managers, Program Associates, and Coordinators
- Anticipates and understands the expectations of clients and delivers on commitments within agreed upon timeframes
- Establishes and oversees consistent processes to effectively and efficiently design and develop learning experiences that best suit the content, client needs, and continuing education criteria (e.g., eLearning, virtual and in-person instructor led trainings, and blended learning options)
- Implement standard instructional design processes and procedures to ensure a uniform learning experience

- Performs needs analyses using available data and evaluates professional learning outcomes to continuously improve learning effectiveness
- Develops and implements systems to improve efficiency in professional learning-related programs, including technology decisions and staffing
- Manages multiple projects according to scope, budget, timeline, and client expectations
- Collaborates with others across Cardea to achieve mutual goals; fosters and supports effective cross-team collaboration
- Coordinates with program leads to evaluate needs and strategize with the Leadership Team to identify innovative solutions

Team Development and Orientation

- Provides ongoing leadership and support to Managers, Program Associates, and Coordinators, including performance feedback and suggestions for advancement and pay increases/bonuses
- Ensures team members are current on the latest trends, issues, and advances in instructional design
- Creates and delivers organizational and professional-learning related tools and programs to ensure the quality of programs, training and coordination of staff, and continuous program improvement
- Works across teams and in a team-based environment to meet project goals and objectives
- Oversees effective implementation of Cardea's learning design processes

Qualifications/Core Competencies

- A degree, or equivalent, in relevant field such as education, public health, public administration, or nonprofit management, with MEd, MPH, MSW, MPA, or MHSA preferred
- At least 8 years of program management experience that includes a proven track record of designing and implementing competency-based professional learning programs across diverse sectors and using diverse modalities
- Demonstrated independence, initiative, excellent time management and organizational skills, and ability to effectively prioritize and manage simultaneously occurring tasks
- Experience identifying and securing new public health and social sector business, across multiple federal, public, and private markets, including developing and preparing proposals
- Knowledge and experience in working with diverse stakeholders including public agencies, nonprofit organizations, and other community groups and organizations
- Ability to communicate effectively and timely in writing and verbally with colleagues, clients, and program partners; strong oral and written communication skills are crucial
- Willingness and ability to travel nationally with overnight stays
- Skilled in Microsoft Office and common instructional design programs

Cardea provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity, national origin, age, disability, or any other status protected by applicable federal,

state, and local laws. Cardea complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace. Cardea offers a comprehensive benefits package that includes medical, dental, 401(K) retirement, and life and short-/long-term disability insurance.

Please submit a resume and cover letter with salary requirements to hr@cardeaservices.org. Please write "Director-Learning Design and Experience" in the subject line. The range for this position is \$100,000 - \$115,000/annually. This is an exempt position.