



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
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girlsinc.org

Position: Director of Learning & Leadership Development

Responsible to: Chief People and Culture Officer

Location: Girls Inc. National Resource Center
Indianapolis, Indiana

Background:

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Job Summary:

The work of Learning and Leadership Development serves the Girls Inc. Network (National and Affiliate staff and board volunteers) by building and strengthening the competencies in areas key to delivering a high-quality Girls Inc. Experience and maintaining strong, sustainable organizations.

The Director of Learning and Leadership Development is responsible for strategic leadership to the core functions of professional development, leadership development, and providing relevant, innovative, and high-quality opportunities and materials for continuous learning. They lead the Training and Development team in the design, development, publication, and dissemination of training, training materials, and learning events.

Responsibilities:

Strategy and Vision

- Champion continuous learning as a fundamental principle at Girls Inc.
- Lead the development of a learning and leadership development strategy that aligns with the overall talent management and professional development strategy, addresses the current and evolving strengths and needs of girls, the adults that support them, and the organizations that encompass the Girls Inc. network.
- Establish and direct the strategic long-term goals, policies, and procedures for the organization's training and development function
- Participate in organizational planning and decision making.
- Serve as staff liaison to Girls Inc. National Board about training and

- development matters.
- Collaborate with senior staff and other colleagues to increase organizational productivity and effectiveness.
- Serve as the liaison and collaborate with other members of the People and Culture team to ensure alignment on their talent management and other related work.

Training Design, Development, and Implementation

- Collaborate with Program Services, Research and Evaluation, Affiliate Services, and other National staff to provide training that equips member organizations to deliver Girls Inc. programming to girls with fidelity, integrity, and excellence; support all key Affiliate staff, e.g., execs, fund developers, operations/finance/HR leaders, and National staff to function effectively in their roles.
- Ensure that Girls Inc. is up-to-date with current training resources, identifying trends and issues related to training.

Budget Development and Management

- Prepare budgets and projections for assigned responsibility centers; utilize resources wisely.
- Develop, oversee and manage budgets for key initiatives as needed; submitting reports as required by finance officers and funders.

Diversity, Equity, and Inclusion

- Actively support the Girls Inc. DEI Strategy in all aspects of work.
- Contribute to, integrate, and foster a work environment in which racial, ethnic, gender, religious, and other differences are valued, intentionally considered in actions and decisions, and managed productively.

Supervision and General

- Provide guidance and direct supervision to direct reports.
- Work with the People and Culture team to identify, hire, and support all staff in the Girls Inc. Learning and Leadership Development Department.
- Identify, engage, and when relevant, supervise consultants and interns supporting the training and development efforts. Write, review, and approve contracts and agreements.
- Collaborate with senior staff and other colleagues to increase organizational productivity and effectiveness.
- Oversee the learning management system, content management system, and additional tools and resources necessary to ensure excellence in the delivery of our learning strategy.
- Oversee the total operation of the Training and Development department – responsible for cost, quality, and timeliness of the department's work.
- Conduct other duties as assigned by the Chief People & Culture Officer.

QUALIFICATIONS:

Education: Degree in Training and Development, Learning Design, Instructional Design, Learning Technology, Adult Education, or equivalent experience

Experience:

- Minimum 5-8 years related experience, demonstrating success in participatory education, training design and delivery, and related areas
- Skill and experience in teamwork and supervision
- Budget development, financial management, particularly grants management for federal and private funding
- Prior agency and management/operations experience
- Knowledge of both formal and informal education practice and organization
- Experience with using and/or administration of an LMS, event platform, CMS, and other learning platforms and tools.

Skills:

- Developing and managing work plans, planning and leading meetings, delegating responsibilities, meeting deadlines, producing reports and information for marketing, as well as assessing work for lessons learned, successes, and identifying future needs.
- Developing and reporting on budgets, financial management, particularly grants management for federal and private funding
- Skill in, and enthusiasm for the use of information technology; proficiency in the Windows-based PC environment (word processing, spreadsheet, database, Internet), Google Suite, Salesforce, and other business platforms.
- Excellent writing and public speaking skills
- Ability to work independently and with project teams.
- Detail oriented, well organized and possess strong written and verbal communication skills with the ability to speak effectively before groups.
- Willingness and ability to adapt communication style based on the audience.
- Willingness to travel approximately 10% of time.

Possess a commitment to honor and support Girls Inc. Values:

- Recognize and support the strength in every girl
- Drive for results anchored in accountability
- Respect the dignity of each human being
- Appreciate, embrace and advance diversity
- Operate collaboratively

How To Apply: Interested applicants should apply using the following link <https://recruiting.paylocity.com/recruiting/jobs/Details/1789608/Girls-Incorporated/Director-Learning-and-Leadership-Development>

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we execute our mission and model the world we want to see.

Revised 6/23.