



POSITION DESCRIPTION

JOB TITLE:	Program Manager, Business Learning Institute
DEPARTMENT:	Policy & Strategy
STATUS:	Exempt
REPORTS TO:	Principal Director, Strategy
DATE:	July 2021

POSITION SUMMARY

NDIA is looking for someone to run its newly launched business institute, focused on providing quality professional development to members. This role will manage the institute, internally overseeing all administration and implementation of new offerings as well as managing NDIA's external training partners and identify new partnership opportunities. The BI's mission is to offer relevant professional development education and training to NDIA's members. This job will build and manage a portfolio of high-quality training and education programs and requires both an external and internal focus.

This person must be able to efficiently assess a wide range of external programs that offer training and education relevant to defense industrial base professionals, determine which make sense to offer through the Business Institute, then negotiate partner agreements including revenue share. This person must also ensure that NDIA offers only programs with best practices in adult learning and instructional design. Internally, this person will serve as the primary Business Institute representative and linchpin for multiple departments and advise leadership on an ongoing basis. Finally, this role will oversee management and administration of all learning programs, ensuring appropriate tracking and other mechanisms are in place.

Must have experience and expertise to:

- Review and evaluate a wide variety of training programs, providers and delivery platforms to identify high-quality partners and programs. Programs may include face-to-face, synchronous and asynchronous virtual, or blended learning experiences. Consistently monitor field for programs that meet high priority needs of NDIA members.
- Work with NDIA Strategy & Policy staff and members to understand member requirements in their priority training and education areas, including collaborating with NDIA's Meetings, Divisions, and Business Partnerships, Membership and other teams to keep abreast of members' needs; regularly survey members for their priorities; and ensure that programs offered are appropriate for NDIA members.



- Utilize clear checklists and processes to enable others to quickly filter opportunities and refining/streamlining processes, including partner identification, program and platform review, negotiations, marketing, logistics, and evaluation.
- Strengthen, streamline, or otherwise improve programs based on participant and member survey and evaluation data.
- Quickly evaluate financial implications and arrangements of programs and partnerships.
- Support contract negotiations and partnership terms.
- Acquire and maintain accreditations for CEUs for relevant courses.
- Collaborate with Marketing team to develop materials, target key segments among the defense industrial base, and build/maintain training programs website and/or platform.
- Collaborate with Meetings team around program logistics, attendance, and enrollment management, including advising on program design and other activities.
- Collaborate with Division team to ensure programming is in line/in support of with Division programming.
- Collaborate with Finance team to ensure program sustainability.
- May support building of new programs and certifications when existing programs do not meet members' needs effectively.
- Design and implement effective evaluation for ongoing programs and participant satisfaction.
- Engage and lead thinking at different levels of an organization.

Strong preference given to the following background:

- Expertise in adult learning, instructional design and evaluation, with experience evaluating and building a successful menu of programs for needs of a diverse professional audience.
- Experience negotiating vendor partnerships, preferably in the training/learning sector.
- Knowledge of project management and delivering consistent high-quality content.
- Knowledge of the defense industrial base, in particular key certifications, training organizations, corporate training and education programs, and employee needs a plus.
- Expertise in delivering member services in an Association context.
- BS/BA required; Master's degree preferred.
- 4-8 years program management and/or business experience, preferably in an Association context, within the defense industrial base, or in a project management or external partnership role.

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job list items such as unusual work schedule, occupational risk, travel required, physical effort, environment and demands that must be met to perform the essential functions of the job.)

This position is primarily located in the Arlington, Virginia office with regular travel to external locations for setup and facilitation of meetings and special events including overnight travel and periodic overtime. This position will also require some bending and lifting.



The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.