

# Arkansas Community Action Agencies Association (ACAAA)

## Professional Development Director Job Announcement – Open Until Filled

- Job Title:** Professional Development Director  
**Location:** Little Rock, Arkansas  
**Type of Position:** Regular; full-time; exempt; contingent on grant availability  
**Reports To:** Executive Director  
**Salary:** DOE, with 100% paid health/dental/ADD/life insurance; paid sick and annual leave; SEP IRA. (Waiting periods may apply.) *Employee can opt to pay for dependent health care coverage.*  
**To Apply:** Submit résumé and references to Terry Bearden, Executive Director, at [tbearden@acaaa.org](mailto:tbearden@acaaa.org) no later than 5:00 p.m. on February 4, 2022.  
**Note:** Initial interviews will be conducted via web-based meeting, due to COVID-19 restrictions.

### Professional Development Director Duties:

- Deliver in-person and virtual professional development content designed for adult learners, especially executives, administrative and program managers, direct service staff, and board members of nonprofit organizations.
- Implement existing learning & professional development strategies for association member agencies.
- Design custom training modules to meet identified skills development needs, as directed and in coordination with executive director.
- Research and recommend new training topics/materials and certification programs to enhance current training procedures and provide value to member agencies.
- Serve as administrator of the Learning Management System (LMS), including recruitment of, outreach to, and retention of subscribers/participants; posting of content; coordination of enrollment; tracking and reporting of participation and completion rates; technical assistance to agency training coordinators and other instructors, and coordinate tech support with LMS host, when required.
- Assess training needs, assist in the planning and execution of training events/conferences, and track and report training outcomes.
- Identify, vet, and make recommendations for contracting with outside consultants to lead training sessions and professional development opportunities not offered by the association.
- Collaborate with other association staff, agency staff, and community partners in furtherance of the association's mission.
- Some travel, including overnight stays, up to 30% of time, may be required.
- Other duties, as assigned.

### Requirement and Preferences:

- Minimum of a high school diploma, or equivalent, is required. Master's degree preferred.
- Current Arkansas driver's license and proof of liability insurance is required.
- Current, or renewable, facilitator and/or instructor credentials for training and/or certification programs relevant to the nonprofit sector are preferred [e.g., Results Oriented Management and Accountability (ROMA); University of Connecticut Empowerment Skills for Family Workers (FDC); Head Start; Society for Human Resource Management (SHRM); Community Development Institute, etc.]. *ROMA and FDC certifications must be obtained and maintained, if hired.*
- Experience providing training is required; experience providing training to nonprofit agencies is preferred.
- Experience in leading small group exercises, as part of training sessions, is required.
- Experience managing an LMS is preferred.
- Ability to operate within defined training program budgets is required.
- Completion of all required employment documents and submission to a criminal background check is required.
- Adherence with COVID safety protocols is required (i.e., wearing masks, good hygiene, obtaining CDC-recommended vaccines and boosters, or, in lieu of vaccines/boosters, obtaining negative weekly COVID antigen test results, at employee expense).

*ACAAA is an Equal Opportunity Employer and does not discriminate against any job applicant because of race, color, ethnicity, religion, sex (including gender identity, sexual orientation, and/or pregnancy), national origin, age (18 or older), disability, or genetic information. A post-employment criminal background check is required but will not necessarily affect employment status. All employment is at-will.*