



PPAI JOB DESCRIPTION

Professional Development Program Manager

Responsible for implementing professional development programs that include but not limited to: **EXPO Keynotes, Expo East, SAGE Show Education and Product Safety Ambassador program.** Develops and manages content development for both existing and newly identified educational opportunities. Additionally, the PD Manager serves as a liaison to the Professional Development Committee.

Essential Functions and Key Responsibilities:

1. Design, develop, oversee and implement educational program for identified events that include but not limited to: **EXPO Keynotes, Expo East, SAGE Show Education and Product Safety Ambassador Program.**
 - a. Maintain department production schedule and develop and implement respective event project plans.
 - b. Oversee P&L of designated programs, developing, reporting and maintaining budgets communicated to PD Director.
 - c. Oversee the registration for, monitoring of, and data related to programs and events, and prepare reports as appropriate/requested.
 - d. Work closely with program workgroup to identify conference objectives, activities and speakers; source speakers to align to objectives; speaker management including contracts, schedules, presentation collection and payment;
 - e. Works with Expo East Meeting Manager for onsite logistics and associated vendors
 - f. Create and provide end of program analysis based on program objectives, attendance and evaluations received. Report should provide but not limited to trending data year over year along with recommendations for the next program year.
 - g. Request assistance from PD Admin through coordination with PD Director for project support: Request should include estimated duration of task, start date and completion date.
2. Work collaboratively with the Director of Professional Development, committee chairs and members, program faculty and staff to create education content, topics and program options that fit strategic, educational operational and event goals. This may include but is not limited to serving as 'staff liaison' to the group; setting and conducting conference calls and/or meetings; maintaining minutes or meeting summaries; maintaining contact and good relations with group members; and ensuring that the mission and goals of the group are met
3. Work with marketing department to develop marketing and promotion of managed education events.
4. Represent PPAI and the department at shows, events, and other related activities.
5. Other duties as assigned.

Qualifications:

1. Knowledge and understanding of adult learning theory and understanding of the educational community, trends and needs.
2. High degree of self-direction, able to take initiative and proven ability to meet established deadlines.
3. Strong track record of success working productively on multiple projects/courses simultaneously.
4. Ability to work collaboratively with multiple stakeholders (internally and externally) to produce projects that meet program goals and provide value-added benefits.
5. Strong organizational skills, commitment to quality and attention to detail.
6. Strategic thinker that uses logic and methods to solve problems with effective solutions; can see hidden problems; performs analysis effectively; looks beyond the obvious to seek additional solutions.
7. Strong leadership and interpersonal communication skills (orally and in writing) to develop and maintain cooperative working and business relationships.
8. Strong meeting planning skills.
9. Works independently and in a group format.

Association Wide Responsibilities & Values:

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Requirements:

- Bachelor's degree is required.
- Three to five years of demonstrated experience and competency in developing and implementing educational conference programming and sourcing of speakers.
- Highly responsive and able to juggle multiple responsibilities at one time.
- Adapt to change in a fast-paced environment.
- Excellent listening, speaking and writing skills. Comfortable in front of large groups.
- Ability to interact with confidence and credibility and develop relationships with high-profile speakers and internal associates.
- Experience with professional associations and/or promotional marketing is preferred but not required.

- Proficiency in the use of personal computers and application software (e.g., Microsoft Word, Excel and PowerPoint or equivalent applications) in a networked environment.
- Experience in event planning including site selections, contract management, speaker management, logistical execution.

Physical Requirements:

- Sitting: extended on occasion
- Standing extended on occasion
- Lifting 25 pounds
- Pushing/Pulling 25 pounds
- Bending/Stooping on occasion
- Extended work hours, extended weeks (endurance requirement) extended on occasion as necessary to complete project/task timelines, attend meetings, support tradeshow and other events, address member requests or needs.

Work Environment:

- Office environment
- Trade show floor or event venues
- Temperature controlled
- Travel: Must be able to travel >25%

Reports to:

Director, Professional Development

FSLA Status:

Exempt