



The National Community Reinvestment Coalition (NCRC) was formed in 1990 by national, regional, and local organizations to develop and harness the collective energies of community reinvestment organizations from across the country so as to increase the flow of private capital into traditionally underserved communities. NCRC has grown to an association of more than 600 community-based organizations that promote access to credit and capital, affordable housing, and job development to create vibrant communities for America's working families. NCRC has recently undergone reorganization in order to emphasize the central importance of its membership, organizing, and education and training services. The organization sees training and education as a critical lifeline to current members, as a means of outreach to potential members, and as a tool that empowers community organizations, their leaders and other advocates with the critical skills needed to sustain their work and mobilize advocates. The newly created position of **Director of Training and Education** is seen as a critical factor in the organization's ultimate success.

Position Description:

The Director of Training and Education/Director, NCRC Training Academy reports to the Chief Membership and Workforce Officer and leads the design of activities and implementation of operations of the NCRC Training Academy. The NCRC Training Academy provides substantive training to NCRC members and non-member stakeholders with core content and engaged learning experiences on partnership building, community empowerment, fair lending, housing counseling, CRA data analysis, small business and workforce development issues and basic skill development in grant writing, negotiation, advocacy tactics and community engagement, and public-private partnership creation, among others.

ESSENTIAL FUNCTIONS:

- Working with the Director of Membership and Organizing and under the supervision of the Chief Membership and Workforce Officer, the Director develops an integrated plan to provide training and education for this 600+ national member association (as well as non-members) to cover organizational development and leadership capacity building, program and policy education on CRA, housing counseling, fair lending, homeownership, community development, workforce development and small business development issues as well as core competencies in grant writing, negotiation, community engagement, partnership development, advocacy and strategic planning.
- Design course content materials and facilitate delivery of courses via webinars, traditional classroom setting or off-site space.
- Develop a network of relationships with academic institutions and create articulation agreements to enable the Training Academy to provide continuing professional education (CPE) and academic credit.
- Initiate and facilitate relationships with foundations and Federal/state grantmaking agencies to find opportunities leading to submission of successful grant proposals to fund training and education.
- Monitor and evaluate National Training Academy courses, instructors, and overall performance, and make recommendations that will help establish the Academy as a respected national provider of services that create value and empower community advocates with the knowledge to change policy, develop stronger local organizations, and provide workforce training programs that improve the communities they serve.
- Develop a network of trainers and educators to deliver Training Academy courses and create templates for curriculum development and program development and create a nationally

respected monitoring and evaluation system that ensures the highest quality training and education offerings, utilizing independent, third-party evaluators where required.

- Identify staff to sponsor forums to build internal capacity and knowledge about organizational priorities, policies and procedures as well as foster opportunities for collaboration between the Training Academy and other departments in order to strengthen and streamline their work, and maximize the use of resources and staff.
- Create workplan to plan and organize staff roles and responsibilities at annual conference and identification of keynote/plenary and concurrent sessions appearing featured at annual conference.
- Assist in developing the content of NCRC annual conference as well as regional conferences.

ADDITIONAL RESPONSIBILITIES:

- Supervise the Event Management and Training Assistant and any other training staff that may be hired.
- Assist the Chief Membership and Workforce Officer with membership and training-related projects, as assigned.
- Conduct strategic mapping and organizational planning to implement CRA modernization campaign and provide staff support to NCRC Conference, Workforce and Training Board committees.

COMPETENCIES:

- Strong program and personnel management and leadership skills.
- Demonstrable experience writing and successfully executing large public and/or private sector grants.
- Excellent verbal and written communication skills, with exceptional presentation and facilitation skills.
- Knowledge of a wide variety of software tools, including webinar technology, and the ability to adapt to new tools easily.
- Excellent interpersonal skills, with the ability to work both collaboratively and independently, and work effectively with members, industry leaders, and other professional associations.
- Preference given to someone with knowledge of workforce, economic and community development and reinvestment, small business lending, NeighborWorks, HUD housing counseling standards, and organization and professional development delivery models.

JOB QUALIFICATIONS:

- Bachelor's degree required. Master's degree in a field related to NCRC's work is highly preferred.
- Minimum of ten years offering training and education, with additional experience managing a national training program preferred.
- Strong organizational abilities, including excellent attention to detail, the ability to prioritize and multi-task, and the ability to manage several moving and changing parts.
- Experience working with diverse groups of people and stakeholders.
- Desire to travel nationwide and willingness to work occasional evenings and weekends.

To Apply:

Applications will be accepted on a rolling basis until the position is filled. Please send a cover letter, resume and writing sample along with your salary history to hrdept@ncrc.org. *NCRC is an equal opportunity employer.*