



Professional Development Director

The FEDC Research & Education Foundation, Inc. (FEDC Foundation) is the educational and research affiliate of the Florida Economic Development Council, Inc. - the number one resource of economic development expertise in Florida. Through the Foundation, FEDC conducts the charitable mission of providing professional development scholarships, honoring institutional leadership, advancing Florida's competitiveness, and cultivating a new generation of trained professionals.

The Professional Development Director is responsible for designing, implementing, and managing comprehensive professional development programs for members of the Florida Economic Development Council. This role involves identifying educational needs, creating learning opportunities, and evaluating program effectiveness to ensure that Florida economic, workforce, and community development professionals are equipped with the knowledge and skills necessary to promote economic growth and development within their communities.

Key Responsibilities:

1. Program Development and Management:

- Develop and manage professional development programs, including workshops, seminars, webinars, and conferences.
- Collaborate with subject matter experts to create relevant and engaging content that addresses the needs of association members.
- Oversee the scheduling, coordination, and execution of all professional development events.

2. Needs Assessment:

- Conduct regular needs assessments to identify the educational and professional development needs of association members.
- Utilize surveys, feedback forms, and industry research to determine trends and areas for growth.

3. Curriculum Design:

- Design curricula that align with the association's goals and objectives, ensuring that content is current, relevant, and actionable.
- Incorporate a variety of instructional methods to accommodate different learning styles and preferences.

4. Evaluation and Improvement:

- Develop and implement evaluation tools to measure the effectiveness of professional development programs.
- Analyze feedback and performance data to continuously improve the quality and impact of programs.
- Report findings and recommendations to senior management and stakeholders.

5. Member Engagement:

- Foster strong relationships with association members to encourage active participation in professional development activities.
- Provide guidance and support to members seeking professional development opportunities.
- Collaborate with team members to create and execute targeted campaigns to promote professional development programs through various communication channels, including newsletters, social media, and the association's website.

6. Partnerships and Collaborations:

- Identify and establish partnerships with educational institutions, industry experts, and other organizations to enhance the association's professional development offerings.
- Negotiate contracts and agreements with external vendors and speakers.

7. Budget Management:

- Develop and manage the professional development budget, ensuring cost-effective delivery of programs.
- Monitor expenses and revenues, providing regular financial reports to the executive director.

8. Compliance and Standards:

- Ensure that all professional development programs comply with relevant industry standards and regulations.
- Become proficient with the FEDC CRM to maintain accurate records of participant attendance, credential attainment, and evaluation results.

Note: This is a fully remote 1099 contract position. Applicants are expected to provide their own technology devices, basic office supplies, and reliable internet access.

If you are a passionate professional with a strong drive to make a positive impact on the Florida economic development community, we encourage you to apply. Please submit your resume and a cover letter to Beth Cicchetti at BKirkland@FEDCOnline.org, **on or before August 2, 2024**, detailing your experience and how you would contribute to our association's commitment to valuable professional development.