



Title: Director of Professional Development
Full Time/Part-Time: Full-Time
Exempt/Non-Exempt: Non-Exempt
Salary: \$85,000/annual
Number of Openings: 1
Apply Here: [Work With Us - Making Connections. Improving Lives.](#)

Description:

POSITION SUMMARY:

The Director of Professional Development at Family League will advance design and execution of professional learning initiatives that align with Adult Learning Theory and the Standards of Professional Learning. This role involves working closely with partners and internal teams to develop and deliver capacity-building programs tailored to the needs of community organizations across Baltimore City. The Director will manage the logistics, budget, and evaluation of professional development offerings, with a focus on innovation, equity, and inclusivity. Additionally, they will collaborate with stakeholders, oversee vendor relationships, and supervise staff to ensure high-quality, impactful professional development outcomes.

ESSENTIAL FUNCTIONS:

- Use Adult Learning Theory and Standards for Professional Learning in the planning, implementation and monitoring of professional learning opportunities for partners.
- Develop and implement a vision for broad-based professional development and capacity building offerings that are responsive to the needs of funded partner organizations and other community organizations in Baltimore, using multiple learning platforms.
- Collaborate with internal teams, Funded Partners, stakeholders and subject matter experts to identify and implement (as applicable) engaging, relevant content to enhance competencies and achieve other measures.
- Support the development of Requests for Proposals in alignment with Family League's policies to procure services to meet training needs.
- Build and maintain working relationships with vendors and service providers, ensuring high quality services are delivered and challenges are addressed in a timely manner.
- Manage the Professional Development calendar, scheduling and logistics of professional development offerings; Use Family League's registration software platform to communicate with training attendees, implement attendance policies, and collect evaluations.
- Work collaboratively to develop a professional development budget and monitor throughout the year.
- Develop, collect and analyze evaluations and surveys to identify areas of improvement and expansion; Assess needs for professional development activities while monitoring accuracy and effectiveness.
- Collaborate with the Funded Partners team to manage capacity building for new, small, and/or grassroots organizations with a racially equitable lens.
- Build and seek partnerships with funders, higher education institutions, agencies, vendors and other organizations that enhance and achieve professional development objectives this includes supporting capacity building work for nonprofit and/or small, grassroots youth-serving organizations.
- Provide proactive, supportive, and person-centered supervision to assigned staff.
- Work in collaboration with internal teams to plan the development, implementation and evaluation of content for conferences.
- Submit reports and outcome measures periodically and as requested.
- Work closely with the Communications Team to market professional development offerings to stakeholders and develop timely and innovative tools/resources focused on identified needs.
- Monitor trends and best practices in professional development and implement them into work.



NONESSENTIAL FUNCTIONS:

- Participate on behalf of Family League in local and national thought partner workgroups around quality and professional development.
- Participate in professional development opportunities that build effectiveness in areas of inclusion, intercultural communication, and advancing diversity.
- Perform other duties as assigned by the Sr. Directors of Community Impact.

POSITION REQUIREMENTS:

- Commitment to working with a diverse team on implementing equitable, anti-racist, and culturally inclusive practices and participating in dialogue on equity in the communities served.
- A minimum of three years' experience working with youth, family and community serving programs specifically around program improvement
- Familiarity with the delivery of professional development to participants with diverse learning styles and innovative delivery approaches to maximize learning; Previous experiencing leading professional development preferred.
- Strong familiarity with public education, public health, and nonprofit landscapes in Baltimore City
- Experience managing multiple vendor and service provider contracts
- Proven ability to identify needs and work with community members to develop realistic solutions
- Superior oral and written communication skills, in addition to exemplary organizational skills and attention to detail
- Innovator thinker able to realign priorities as needed.
- Excellent technology skills including all Microsoft Office applications (Excel, Word, Power Point, Outlook), Internet use, as well as database experience and ability to quickly learn new systems; Ability to support the development of webinars and online training.
- Ability to be focused and detailed, meet deadlines, and manage multiple projects and tasks
- Experience in supervising other professionals is preferred.
- Adept at building strong working relationships across a wide variety of stakeholder groups
- Ability to work effectively in collaboration with diverse groups of people
- Experience facilitating professional development for small and large groups
- Represent Family League of Baltimore at conferences and educational events as requested; Strong technical skills including the ability to prepare and give presentations
- Dedication to the mission and vision of Family League
- Baltimore City residency strongly preferred
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PHYSICAL/MENTAL DEMANDS:

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and may be required to lift up to 25 pounds. Must be able to stand for periods greater than 6 hours at a time. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with elected and appointed officials, staff, customers, the public and others encountered in the course of work.



TRAVEL REQUIREMENTS:

While performing the duties of this job, employees will be required to travel to locations in and around Baltimore City. Occasional out of town travel may also be required. Independent mobility to offsite meetings, trainings, and events is required.

ADDITIONAL INFORMATION:

This position qualifies for a connectivity stipend of \$100/month.

Family League of Baltimore Equity Statement:

Outcome—We achieve racial equity when race no longer determines the life trajectory of people in Baltimore. **Process—**We apply a racial equity lens to our policies, practices, and organizational culture. We will evaluate and develop new practices and rebuild relationships that are based upon a commitment to justice and the dismantling of institutional racism. **Accountability—**We expect to be held accountable to equitable practices by the communities with whom we work and are committed to holding our partners accountable for implementing equity practices as well.

EOE Statement:

Family League of Baltimore values a diverse workforce reflective of the community we serve. Family League of Baltimore is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, age, ethnicity, disability, sexual orientation, religious and or political beliefs. We recruit, employ, retain, compensate, train, promote, discipline, terminate and treat all employees and job applicants based solely on qualification, performance and competence.

About the Organization:

Family League of Baltimore (Family League) is a 501(c)(3) nonprofit organization and the designated Local Management Board for the City of Baltimore. Since 1991, it has served as an architect of change in Baltimore by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families and communities.

Stewardship, performance, trust, respect, innovation, and equity are the core values that guide its work. Family League believes that racial equity is achieved when race no longer determines the life trajectory of people in Baltimore. As such, it applies a racial equity lens to its policies, practices, and organizational culture.

This position is currently accepting applications.