



OPENED UNTIL FILLED

JOB TITLE: Director, Learning Institute (Contract)

Roberta's House-A Family Grief Support Center is a mental health organization that provides trauma-informed care and addresses grief as a public health service. We believe all children, adults, and families suffering the loss or death of a loved one should have support and a safe place to heal and recover.

We offer a unique opportunity for a dynamic executive leader to spearhead the Roberta's House Institute. The director will play a pivotal role in establishing Roberta's House Learning Institute (RHLI). They will provide strategic and thought leadership, oversee curricular development, consult on marketing, and provide technical guidance for accreditation. The ideal candidate will bring expertise in healthcare administration, mental health education, and adjunct professorship. They may also possess advanced knowledge of student-centered learning theories and teaching methods and a working knowledge of interactive technology. As a Roberta's House Executive Leadership team member, you will collaborate with the Executive Director, President/Founder, Fund Development Directors, and Board of Directors. You will report directly to our President/Founder.

The Director will be crucial in guiding the Institute's day-to-day operations, serving as a valuable resource for the organization's leadership team, department/program directors, and staff. They will lead our growth in developing educational (copyrighted) materials and presentations for medical and clinical licensed professionals, inform the community, and assist with continuing professional education initiatives.

What You Will Do:

- Conceptualize, research, and develop an RHLI business plan to launch the entity
- Develop a strategic business plan for launching the institute
- Identify and develop memoranda of understanding with appropriate partners and develop financial and other support strategies for initiatives aimed at equitable learning for underserved populations.
- Write and promote concept papers, proposals, and grief and loss curricula designed for practitioners and the general public.
- Develop a logic model and metrics measuring outcomes, participant ratios
- Plan and coordinate strategic communication efforts about the institute's work to various partner and funder audiences
- Prepare and present training modules to the staff and public
- Partner in overall department strategy, with a focus on impact
- Demonstrate experience providing capacity-building assistance at individual and organizational levels
- Demonstrate skills in curricula development, organizational management, and governance necessary for strengthening local partner capacity. Familiar with working in a multicultural environment and accustomed to working with people from a variety of backgrounds

--Demonstrate a successful track record managing a project team composed of several experts and fostering teamwork

--Possess excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships with funders, including federal agencies, training counterparts, and representatives from other key stakeholders, such as national nonprofits and the public/private sectors

--Demonstrate strong presentation skills in English

What You Will Bring:

Master's Degree or Ph.D. in relevant areas of study, including Business Administration, Public Administration, Education, Organizational Capacity Building, Management, Business Administration, Social Work, Psychology, or other related fields

Five years of experience implementing and providing complex instruction or technical assistance in organizational capacity-building and training projects. They demonstrate a track record of practical pedagogical approaches that engage students/participants

Knowledge and professional-level experience in a non-profit environment are preferred.

Tech-savvy, Expert knowledge of Microsoft 365, and detail-oriented, organized, efficient, able to juggle multiple priorities and manage projects

Analytic mindset – the ability to synthesize vast amounts of information and draw intelligent, insightful, actionable conclusions

Professional-level knowledge of project/proposal development processes

Direct experience in education, education-adjacent, or social impact fields, ideally with a particular focus on mental health or education

A CPTM (certified professional in training management) is desirable

Compensation:

- The contract compensation package is negotiable.

General Requirements

- Driver's license and a private vehicle are required
- Successful completion of a background investigation
- Successful background inquiry, which may be required annually or as requested
- Regularly work in an office environment or remotely perform work as scheduled; prolonged periods sitting at a desk and working on a computer and prolonged standing
- Must be able to lift 10 pounds
- Travel required (less than 25%) outside of the commuting area

Submit a resume and cover letter to the Director of Human Resources at bwright@robertashouse.org.

Roberta's House is an equal opportunity employer regardless of race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, orientation, or other classification protected under the law.