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FORT HAYS STATE UNIVERSITY
PROFESSIONAL & CONTINUING EDUCATION

Department: Professional & Continuing Education

Job Posting Title: Senior Facilitator & Partnerships Manager

Reports to: Director, Professional & Continuing Education

Position Description

Fort Hays State University is a public regional comprehensive university committed to its mission to *provide accessible quality education to Kansas, the nation, and the world through an innovative community of teacher-scholars and professionals to **develop engaged global citizen-leaders***. Candidates for this position must believe in affordable and accessible lifelong learning opportunities and seek to work in an environment with others committed wholly to this end.

The Sr. Facilitator & Partnerships Manager for Professional & Continuing Education (PCE) is responsible for coordinating development, design and evaluation of the PCE unit's programming at Fort Hays State University (FHSU), including but not limited to: cohort-based seminars, stand-alone workshops, institutes, conferences, trainings, and other offerings. The Sr. Facilitator & Partnerships Manager may serve in several roles related to program development, including content creator, collaborator, facilitator, and learning consultant, ensuring the quality of PCE programs at FHSU.

The Sr. Facilitator & Partnerships Manager, under the leadership of the Director, PCE, will serve as the liaison for PCE partners' needs and program creation, with the goal of expanding existing and establishing new external partnerships to support the partner's talent development of their employees and the University's growth and expansion of its Professional & Continuing Education unit, including the development of digital badge credentials and new professional learning pathways. The position requires a high standard of personal and professional ethics, and the ability to communicate, advise, and work effectively with all internal constituent groups (students, staff, and faculty) and external stakeholders to the institution.

Responsibilities

Program Development (50%)

- Collaborates with the Director and Coordinator, PCE, to infuse best practices of training and facilitation into new and existing programs and initiatives.
- Curates content and develops program curriculum according to the needs of internal and external partners. Creates program materials (PowerPoint, course materials) for delivery in multiple modalities, including Live in-person; Live on Zoom, and blended learning environments.
- Delivers training and consultation to internal and external entities seeking to develop adult and professional training programs.
- Serves as the primary facilitator for all CliftonStrengths training offered through Training & Consulting Services.
- As part of a team, develops a series of *FHSUPro* microcredentials, focused on essential skills development.
- Develops programs in a variety of modalities to meet learning needs for partner organizations, with a combination of customized training as well as existing learning offerings that serve the partner's needs.
- Develop new bundled professional learning opportunities for existing and new clients that are innovative, accelerated, and delivered in a variety of time frames and modalities.
- Works collaboratively with the Director and Coordinator of PCE and academic units across campus to support the expansion of professional, technical, and continuing education program offerings that align with the university's strategic priorities, including working across FHSU's three institutions as part of our Affiliation initiative.
- Assists in development and implementation of PCE processes and procedures, leveraging knowledge of systems to analyze needs/resources and manage efficiently.

Partnership Development & Support (50%)

- Serves as the primary contact for client partnerships and custom services.
- With support from the Director of PCE, develops client partnerships and contracts for custom services.
- Works in concert with the Director of Civic Learning & Engagement to ensure robust community partnerships that advance the mission of the University.
- Develops strong rapport and working relationships with a wide range of university stakeholders. Establishes and maintains positive and effective working relationships with other University units and external University partners. Works collaboratively with various University units to effectively meet the professional and continuing education needs of learners in the local community, region, and state, and specified university partners.
- Generates, develops, and supports coordination and marketing of new consulting projects and training opportunities within the community that align with workforce/economic development and client organizational needs.

- Work in concert with workforce development agencies, the Small Business Development Center, the Innovation Center and other agencies focused on professional and economic development of non-profit, governmental and businesses in the State of Kansas.
- Supports the Director of PCE on overall program and partnership development strategy.
- Maintains a database of organizational clients and partners and educational services.

Minimum Qualifications

- Master's degree in education, instructional design, leadership, management, workforce development, or related field;
- At least two years of experience in developing curriculum for adult learners in professional training and development.
- Experience working with organizations of all sizes and types on projects to increase organizational performance.
- Proven track record of facilitation in varied modalities (online, blended, f2f), topics related to human literacy skills (i.e., "soft skills"), and learner types.

Preferred Qualifications

- Terminal degree in education, leadership, management, workforce development, or related field.
- Experience managing higher education and business/industry partnerships.
- Experience with learning management systems and learning experience platforms, as well as various higher education technology tools and integrations across platforms.
- CliftonStrengths Coach Certified
- Leadership development training/certification
- Experience in professional organizations
- Knowledge of Kansas Leadership Center's approaches and principles.

Required Knowledge, Skills, and Abilities

- Knowledge of State of Kansas workforce and economic development agencies and goals or the ability to quickly learn and incorporate strategies for growth of FHSU learning opportunities.
- Superior communication (verbal and written) and interpersonal skills;
- Ability to articulate and present information to various and diverse audiences is required;
- Strong customer service and sales experience;
- Ability to work in a team but also independently with little direction; Self-starter; Highly motivated
- Proven ability to handle multiple complex assignments/projects at one time;
- Proficiency with Microsoft Office 365.

- Must have experience with or ability to quickly learn productivity tools (e.g. Smartsheet, Monday, etc.)
- Understanding of marketing/promotion; LinkedIn and other networking platforms

Salary and Benefits: Salary is dependent on experience and qualifications; a competitive benefits package is offered, which can be viewed at <http://www.fhsu.edu/humanresourceoffice/Prospective-Employees/>.

Appointment Date: Start date to be determined after acceptance of an offer and completion of a criminal background check.

Priority Deadline: July 25, 2024. Review of applications will begin immediately following the priority deadline and continue until the position is filled.

Application Process: To apply for this position, please visit <https://fhsu.wd1.myworkdayjobs.com/CAREERS>. Only electronic applications submitted through the webpage will be accepted.

Required Application Documents: Applicants should submit a (1) cover letter addressing interest in the position and how their experience and qualifications make them a suitable candidate, (2) resume, and (3) names and contact information for three professional references, and (4) evidence of quality professional development facilitation (via reference letter or program evaluations). All documents should be submitted in a single PDF.

If you have questions regarding this position, please contact:

Name: Dr. Kaley Klaus

Email: krklaus@fhsu.edu

Phone: 785-628-4384

About Professional and Continuing Education at Fort Hays State University

In 2024, Fort Hays State University (FHSU) approved the creation of a centralized Professional & Continuing Education (PCE) unit. The unit supports operations of microcredential programs at the University and works collaboratively with internal and external entities to develop programs for learners in the surrounding community, state of Kansas, and nation, based on employer and workforce/industry needs. Programs are offered online, live in-person or on Zoom, and/or in a blended format.

About the Community of Hays

FHSU is located in Hays, a vibrant college town of approximately 20,000, located halfway between Kansas City and Denver on Interstate 70. Hays is the regional center for education, health care, professional services, shopping, culture, and recreation for the western half of Kansas. The community boasts excellent recreational programs and facilities, including the comprehensive Center for Health Improvement, Hays Aquatic Park, Smoky Hill Country Club, Hays Municipal Golf Course, and extensive walking, running, and

biking trails. Hays is within 45 minutes of two large lakes that offer great opportunities for boating, fishing, and camping. The Hays Municipal Airport provides connecting service to Denver with several flights daily. The Hays community is home to excellent Pre-K and K-12, public and private schools. With over 60 restaurants, major retail outlets, a low unemployment rate, and very short commute times, the city provides a safe, welcoming, low-cost, high-quality living environment for the residents who call "Hays, America" home.

Notice of Non-discrimination: Fort Hays State University is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, genetic information, disability or veteran status.

Background Check: Final candidate will have consented to and successfully completed a criminal background check.

Notice to KPERS retirees applying for a position: Recent legislation changes working-after-retirement rules for both you and your employer if you go back to work for a KPERS employer. Please contact your KPERS representative or www.kpers.org for further information on how this might affect you.