

## **NATIONAL CENTER FOR HIGHER EDUCATION RISK MANAGEMENT, LTD**

### **DIRECTOR OF PROFESSIONAL DEVELOPMENT PROGRAMS**

#### **Position Description**

NCHERM is a law and consulting firm based in Malvern, PA that is dedicated to best practices for campus health and safety. NCHERM also houses membership associations SCOPE ([www.wearescope.org](http://www.wearescope.org)), NaBITA ([www.nabita.org](http://www.nabita.org)) and ATIXA ([www.atixa.org](http://www.atixa.org)) and the newsletter Student Affairs e-News ([www.studentaffairsnews.com](http://www.studentaffairsnews.com)). NCHERM seeks an experienced and knowledgeable Director of Professional Development Programs to serve a small, busy not-for-profit corporation.

The Director of Professional Development Programs will have overall responsibility for coordinating NCHERM and ATIXA's regional trainings, annual conferences, webinars, retainer client needs and working closely with the organization's executive staff.

#### **Responsibilities**

- Plan and execute a comprehensive schedule of professional development programs annually (i.e. national conferences, regional seminars)
- Work with meeting procurement specialists, hotels, convention services and campus hosts to secure event venues and services
- Handle all details start-to-finish for coordinating events for 20-400 attendees
- Obtain necessary certification for attendee accreditation, such as CEUs, CLEs, etc
- Work with NCHERM consultants to design and implement training opportunities for clients
- Provide a concierge-level service to NCHERM retainer clients
- Daily interfacing with clients, contractors, and service providers
- Provide a high level of communication and service delivery, responding in a timely manner to inquiries and concerns
- Assist in the development of organizational efforts to create efficiency, consistency and standardization in branding, policies, processes, and procedures
- Assist with special projects
- Will do considerable domestic travel to be on-site for conferences, trainings and events

#### **Qualifications**

- Must be an excellent multi-tasker and able to handle multiple projects at once
- Proficiency using Microsoft Office, including Excel
- Excellent written and oral communication skills at all levels within an organization, including a high level of interpersonal skills to handle sensitive and confidential situations
- Must be flexible, organized and able to work in a fast-paced environment with proven ability to take initiative and work collaboratively with team members
- Prior event-planning experience required, though not necessarily previous employment as an event planner
- College or university student affairs experience required

- Experience establishing systems and processes to improve efficiency and functioning during a period of rapid organizational growth
- Healthy sense of humor required
- No smokers, please

The Director of Professional Development Programs reports directly to the Associate Executive Director and also works closely in conjunction with the Executive Director, Director of Client Relationships and Administrative Coordinator.

**Compensation:**

Salary commensurate with skills and experience.

**Interested candidates should submit a resume, cover letter, salary/benefit requirements and 3 references to:**

Samantha Dutil

Associate Executive Director

NCHERM

[Samantha@ncherm.org](mailto:Samantha@ncherm.org)

Fax: 610-993-0228

No phone calls, please.