

Job Title	Director of Curriculum Development & Training
Reports To	Chief Program Officer

Job Purpose

MHAMD is seeking a seasoned education and curriculum development expert to ensure the delivery of high quality, effective content across a growing portfolio of outreach, community education and formal mental health training programs. Through these initiatives we offer learning opportunities to individuals, families and a broad range of organizations to build stronger networks and communities that enable all individuals to achieve their full potential.

The successful candidate will have prior experience in the behavioral health field and bring expertise to the development, implementation and evaluation of behavioral health curricula across the lifespan. The Director of Curriculum Development & Training (DCDT) will collaborate across teams to ensure that all education, outreach and training content is engaging, evidence-based and effective, and evaluated through a data driven approach with an ongoing commitment to continuous quality improvement. Reporting to the Chief Program Officer (CPO), this position will promote a positive culture and foster a supportive and inclusive work environment, ensuring that policies and practices align with organizational values, and upholding open communication and mutual respect among all employees.

Duties and Responsibilities

Content Development

- Design, and develop new curricula, and strengthen MHAMD’s existing content across education, outreach and training programs, including Engage with®, Children’s Mental Health Matters Campaign, and other programs
- Develop materials in a variety of formats, including training manuals, e-learning courses, in person and online workshop content, community education and outreach materials, and other content as needed
- Support communications staff in conceptualizing outreach and marketing content associated with these products
- Collaborate with CPO and department heads in identifying and prioritizing curricula needs, and work to eliminate silos by advancing an across-the-lifespan framework for these offerings
- Ensure training content is relevant, evidence-based, up-to-date, and tailored to the needs of different populations
- Collaborate with CPO and team members in the selection, Implementation and management of Learning Management Systems (LMS) and other technology-based training platforms as necessary
- Provide expertise regarding the latest trends in training technology and learning methodologies
- Ensure all training programs comply with industry regulations, organizational standards and fidelity to evidence-based practices
- Stay informed about legal requirements and best practices in training and product development

Assessment, Evaluation and Reporting

- Develop and implement surveys, evaluations and other tools to assess the effectiveness of training programs and outreach and education content.
- Use data to analyze outcomes and improve future programming
- Collaborate with program and fiscal staff in the provision of evaluation and related data to funders

Training Delivery

- Conduct training as necessary and appropriate

Collaboration Across Education, Outreach, Training and Support Teams to Achieve Goals

- Develop and manage the budget for assigned projects as directed, ensuring cost-effective use of resources
- Lead team efforts to select and negotiate contracts with external training vendors as needed
- In collaboration with CPO, set and monitor goals for sales and reach of training programs
- Regularly assess the skills and knowledge needs of internal workforce, identify and recommend training programs, and collaborate with senior management, human resources and departmental leaders to ensure training programs align with broader organizational goals

- Promote a culture of continuous learning within the organization

Qualifications

- A minimum of 5 years of experience in content development, implementation and evaluation
- Facility with and enthusiasm for the use of technology in the development of curricula, including Learning Management Systems (LMS), other e-learning platforms and Customer Relationship Management Systems (CRM)
- Leadership experience in developing, implementing, and delivering community training programs for various populations, preferably in behavioral health
- Expert in expanding the reach and effectiveness of training programs by leveraging strategic partnerships, innovative delivery methods, and targeted community engagement
- Proven ability to assess training needs, develop training and outreach strategies, and align them with organizational goals
- Ability to diagnose issues and collaborate within and across teams to advance effective solutions
- Experience developing and managing budgets and optimizing the allocation of resources for training purposes
- Experience leading and managing change initiatives within an organization, with a focus on growth
- Ability to manage multiple projects simultaneously, ensuring outcomes are delivered on time and within budget
- Respected team player who fosters collaboration and cooperation across diverse teams and stakeholders to achieve collective goals
- Impeccable integrity, excellent judgment and creative problem-solving skills
- Excellent communication, management and organizational skills
- Proactive mindset, consistently seeking opportunities for improvement and innovation
- Commitment to the mission of MHAMD

Position Classification

Full time, exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, health savings account, and mileage reimbursement.

General Conditions

- Capability to sit or stand for extended periods as necessary to carry out job responsibilities effectively. Proficiency in lifting objects weighing up to 25 pounds when required to fulfill job duties
- Availability of a designated home office space equipped for conducting confidential business, with secured access to high-speed internet for remote/hybrid employment
- Have available/access reliable transportation, along with valid driver's license and active automobile insurance coverage

Location

State of Maryland

Salary

Salary: \$75,000 - \$90,000 annually, commensurate with experience.

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.