

LEARNING ENGAGEMENT & PARTNERSHIP MANAGER

Non-Profit (Greater Northeast)

PSYCHARMOR INSTITUTE OVERVIEW

At PsychArmor Institute we believe that education is a catalyst. We are a national non-profit founded on the principle that education raises a collective consciousness. PsychArmor leverages education and technology to provide critical resources to Americans so they can effectively engage with and better support military service members, Veterans and their families across our nation. PsychArmor fulfills this mission by producing online training videos – delivered by national subject matter experts on a cutting-edge educational platform. Unlike any other online education provider, we have a support and resource center that provides follow-up coaching to our learners to reinforce the skills and knowledge provided in the training courses.

PsychArmor is a fast-paced, growing organization very much on the move. In five short years, we have quickly become a national leader in the Veteran support community. We are seeking an energetic leader to implement PsychArmor's learning engagement and partnership strategy.

JOB SUMMARY

The Learning Engagement & Partnership Manager will lead and manage digital learning experiences and strategic alliances of PsychArmor's current and potential partner organizations. The Learning Engagement & Partnership Manager will establish and maintain relationships with organizations who align with PsychArmor's mission and vision. These partners represent a diverse group of organizations and industries including businesses of all sizes, educational institutions, volunteer and non-profit service organizations, governmental entities and healthcare providers.

The ideal candidate will be an innovative creative thinker who is passionate about PsychArmor's mission and enjoys building relationships with key corporate and community stakeholders. The Learning Engagement & Partnership Manager will demonstrate leadership and management skills. This position will report to the Partnership & Development Director and will be responsible for managing two Learning Engagement & Partnership Associates.

DUTIES AND RESPONSIBILITIES

- Enhance the learning journey for PsychArmor's most dedicated learners.
- Collaborate with Clinical and Education teams to create learning pathways that meet the needs of learners and partners.
- Cultivate relationships with key stakeholders from the corporate, education, healthcare, Veteran non-profit organizations as well as governmental agencies.
- Identify and develop new opportunities for strategic partnerships.
- Lead and mentor the members of the Learning Engagement & Partnership Team.
- Oversee KPI's and metrics for each team member's productivity, goals, and objectives as defined.
- Engage in proactive outreach to existing PAI partners and potential partners.

- Share PAI's resources with relevant communities, corporations, and organizations.
- Create and implement innovative methods to promote PAI's free online courses in order to achieve the greatest possible number of individuals taking these courses.
- Gain insight into each organization's particular requirements and articulate how PAI's services might best meet their needs.
- Create a funding pipeline by promoting PsychArmor's "product line of services" including:
 1. Custom training courses
 2. Custom micro-courses
 3. Custom Learning Management System development and hosting
 4. Speaker's Bureau services
 5. Technical or clinical consulting services
- Leverage Salesforce to track and manage leads generated and ensure timely follow-up.
- Maintain accurate and updated records of communications with partners and relevant contacts in Salesforce and other reporting systems.
- Raise the profile of PsychArmor through presentations at conferences, media events and other public speaking opportunities where appropriate.
- Assist the Partnership & Development Director in drafting agreements, grants, and proposals as requested.
- Ensure clear, concise and timely reporting and communication of partnership efforts is provided to the Partnership & Development Director.
- Oversee marketing and communications to new and existing partners.

REQUIREMENTS

- Bachelor's degree (graduate degree desirable) in Business/Government Relations or Marketing.
- Experience in the non-profit sector preferred.
- Outstanding leadership and organizational abilities.
- Previous experience developing partnerships, community development campaigns or initiatives, business development.
- Excellent interpersonal, written and oral communication skills
- Analytical and creative thinking
- Demonstrated expertise with outreach strategies and best practices.
- Ability to utilize PsychArmor's systems and technology.
- Adept at building and fostering relationships with key influencers and stakeholders.
- Creative problem-solver that can overcome any obstacles while guiding potential learners and partners through their learning journey.
- Ability to coordinate projects across departments and relevant PsychArmor teams to include Development and Marketing.
- Previous program development or program management experience a plus.
- Flexibility to work occasional nights and weekends to attend conferences and events as needed.

LOCATION AND COMPENSATION

- Position is based in Greater Northeast (PsychArmor headquarters in San Diego, CA).
- Full-time salaried position, based on experience and qualifications.
- Health and retirement plans offered.

To apply, please submit a cover letter and resume in
PDF format to: careers@psycharmor.org

PsychArmor Institute is an Equal Opportunity Employer