



**Position: Vice President of Education and Training**

**Reports To: President & CEO**

**Type: Exempt**

**Location: Hybrid**

#### **ORGANIZATION PROFILE**

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

#### **POSITION SUMMARY**

The Vice President for Industry Education and Training is responsible for leading the development and execution of an education strategy that educates businesses and individuals to build out the U.S. offshore wind industry supply chain. This position is responsible for managing the Network's current training offerings, building new trainings and comprehensive curriculum that enhances the Network brand, and implementing a revenue-generating model to sustain the curriculum over time.

This position works collaboratively with other senior team members to assess member needs, program viability, and development of successful programmatic content including agendas and speakers for Network educational and training events held throughout the year. This position requires consistently monitoring activities in the Offshore Wind industry to determine appropriate program content trends and initiatives in the industry and keep our members up to date on current initiatives. They interact regularly with members and customers and instill excellent member relations skills in all members of the training team.

#### **POSITION FUNCTIONS AND RESPONSIBILITIES**

- Develop, lead, and execute an education strategy that supports the Network's strategies to educate the U.S. offshore wind industry and to advance the acceptance of industry standards
- Responsible for the design and implementation of new professional training/certification programs offered through specialized courses or workshops
- Manage the accreditation process of the Network's current trainings and programs, develop and implement new continuing education unit (C.E.U.) offerings,
- Working with the VP of Technology, identify, implement, and maintain a comprehensive Learning Management System (LMS)
- Manage the development and annual updating of the Business Networks Foundation 2 Blade textbook and course materials
- Work with executive leadership to orchestrate annual training schedule and develop annual departmental budget; monitors performance against budget and assures course correction as needed
- Work with staff to identify and incorporate programmatic content from Network digital and in person events, into the development and delivery of trainings



- Identify industry content leaders to enhance programs and trainings
- Utilizes data-driven strategy and business analytics, ensure participant needs and revenue goals are met or exceeded and that the learning experiences are of high quality delivering on the Network's brand promise
- Develops relationships with other associations and organizations to build alliances and create joint cooperative educational programs
- Manage NREL Offshore Wind Standards contract to ensure integration into Network training offerings
- Collaborate with the Marketing/Communications Department to promote training programs
- Write grants and proposal as required
- Build out and manage the Training and Education Team including expert consultants and vendors
- Standardizes operations and procedures
- Responsible for training internal staff on industry topics
- Manage the intern and fellow programs; develop programmatic content to enhance their experience and lead to professional growth
- Update Salesforce with leads and contacts that help actively pursue business development efforts for all Network programs, projects, services, products, and events.
- Grow membership through trainings
- Responsible for grant execution for department

#### **EDUCATION AND EXPERIENCE**

- BS degree in Education (STEM), Communication, Training, Environmental Science or related field; experience in offshore wind a plus, an interest in offshore wind a must
- Certified Professional in Learning and Performance (CPLP) preferred
- Minimum 7 years of work experience in employee training, and 3 years of work experience as Training Facilitator Administrator or similar role; Experience in foundations, nonprofits, or the public sector, highly desirable
- Minimum 5 years staff management experience; highly accountable for own and direct report actions
- Ability to think strategically and act tactically with a proven entrepreneur mindset
- Experience in foundations, nonprofits, or the public sector, highly desirable
- Superior Customer service orientation
- Proven track record of project management and research and skills
- Excellent verbal and written communication skills
- Collaborative, solution-oriented team leader and colleague
- Proficiency in Microsoft Office, Asana and Adobe Acrobat
- Experience Salesforce isdesirable
- Ability to work effectively and efficiently under pressure with professionalism
- Ability to travel domestically and internationally 40 percent of the time

#### **BENEFITS AND COMPENSATION:**

The salary range for this position is commensurable with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:



- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short & Long Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

#### **WORKING CONDITIONS**

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.