

JOB TITLE: Capacity Training Manager

LEVEL: Mid-Level

JOB TITLE: Full-Time

LOCATION: Washington, DC

REPORTING TO: WEConnect International Director of Certification and Training

ORGANIZATIONAL INFORMATION:

WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. Since 2009, WEConnect International has provided business education, certification and business connections to companies based outside the United States that are at least 51 percent owned, managed and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

www.WEConnectInternational.org

JOB SUMMARY:

WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual be mission-focused, collaborative and a strong team player. The individual must also look for ways to strengthen the team environment and support colleagues, and be creative, self-motivated, open to change and process-minded. In addition, the individual should have relevant business experience, specific training and development skills and strong communication skills to be able to adjust to the different requirements and cultural conditions of the diverse operating environments. The Capacity Training Manager provides support across 46+ countries and needs to understand the complexities of international and cultural differences and show flexibility in the approach to training.

ESSENTIAL DUTIES:

STRATEGIC DEVELOPMENT

- Support the development of regional trainings by working closely with the global teams and staff to develop strategic relationships with relevant training service providers/other stakeholders and to identify and deliver innovative training services.
- Stay abreast of trends and good practices in training, e-learning, personal and professional development.

- Identify and support the development of new training course subjects or services.
- Use full lifecycle ADDIE methodology to independently deliver an approach to training, prioritize impacts, identify capacity building opportunities for women-owned businesses, evaluate the effectiveness of training and develop best practice content.

OVERALL MANAGEMENT OF DONOR FUNDED TRAINING PROGRAMS

- Manage specific tailor-made training jobs as requested by clients, ranging from short-term training workshops to longer-term training, facilitation and consultancy.
- Highly organized and methodical approaches to managing needs analysis, project management and support of training programs worldwide.
- Provide instructional design support to capacity building initiatives.
- Manage and collaborate with staff and trainers for efficient and high-quality delivery to budget and high standards, including negotiation of terms of reference and contracts, needs assessment and quality assurance.
- Manage trainers' involvement within the training programs, including identification and selection of trainers and support in course design and delivery.
- Manage the overall quality assurance of the trainings, including training design, observations with feedback, analysis of participant's feedback and sharing of learning, innovation and good practices.

INTERNAL MANAGEMENT

- Compile and provide data, oral and written reports for management purposes and weekly status reports to all stakeholders.
- Develop, monitor and report on annual and project budgets in the field of training in collaboration with finance team and approve related expenditures.
- Adhere to internal information and management systems and policies (e.g. timesheets, financial reporting.)
- Undertake any other duties which may from time to time be required; this job description is not intended to be either prescriptive or exhaustive but is issued as a general guideline to the main areas of responsibilities

HANDS-ON SKILLS & EXPERIENCE NEEDED

- 8+ years' experience in delivery of business management training in finance, business development, sales, marketing or general business required.
- Applied analytical skills to assess the complexities of international and global training, design and development of micro-learning, infographics, job aids e-learning videos.
- Functional knowledge of Adobe Captivate or similar, and WBT, CBT, ILT and V-ILT programs. LMS experience a plus.
- Have performed training needs analysis both for current and future needs to build education and capacity knowledge.

ADDITIONAL REQUIREMENTS/QUALITIES

- Thrive in a fast-paced environment.
- Disciplined, detail-oriented and organized.
- Ability to own the role and work independently with little direction in collaboration with the team.

EDUCATION

- Relevant educational background – undergraduate degree preferred. (Finance or Business Administration a plus)

APPLICATION REQUIREMENTS

1. RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED. In the cover letter please feature how your experience is relevant to this role and match your skills to the job requirements.

1. Submit a single PDF document that includes both your cover letter and resume.

2. Include your salary requirements in the cover letter.

3. Subject Line of Email: Capacity Training Mgr_Your First and Last Name

4. No phone calls please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer