

Job Title: Director, Learning and Career Development

Division Overview

The mission of the ACS Education Division is to serve learners and educators by building communities and supporting innovative, relevant, and effective chemistry education and professional development. The strategic objectives of the ACS Education Division reflect the responsiveness of the Division in fulfilling the vision, mission, and values of ACS and meeting the needs of the changing chemistry enterprise.

Position Summary

This position serves as the Director of the Learning and Career Development (L&CD) Group within the ACS Education Division. The position directs and is accountable for results achieved through multiple work teams within the L&CD group. The position directs L&CD people management actions including hiring, performance management, coaching, and development. The position participates in developing strategic and operational plans and objectives for both the L&CD Group and the Education Division and formulates strategies to meet objectives. The position interacts and effectively collaborates with stakeholders internal and external to ACS on projects and partnership that advance L&CD, Education, and ACS Strategic Goals and objectives. The position leads the development and implementation of multi-phased projects (internal to L&CD, the Education Division, and the Society-at-large) that are diverse in scope involving multiple functional areas. The L&CD position is accountable for both budget development and oversight. The position reports directly to the Senior Director, Education.

Work design:

Oversight of multiple work teams. Maintains a deep understanding of the needs and trends within the communities served. Focuses on translating the Society's goals and Division's objectives into strategic operational plans and outputs. Directs the creation and implementation of policies, practices, and procedures that have a significant impact on the work group's activities. Requires strategic and creative thinking related to area of expertise and directs the implementation of tactical components of the business segment area of responsibilities. Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current business trends. Interacts with audiences at various levels with diverse perspectives. Leads the development and implementation of multi-phased projects that are diverse in scope involving multiple functional areas. Drives organizational change taking full account of obstacles, opposition, and differing stakeholders.

Position Accountabilities

1. Directs the activities of the Learning and Career Development (L&CD) Group and provides direct programmatic and strategic support where appropriate. This includes responsibility for budget development, oversight, and monitoring.
2. Directs L&CD people management actions including hiring, performance management, coaching, and development.
3. Works collaboratively with a variety of internal and external units, especially Membership, WASHIT, Publications, Decision Support and the ACS Development Office (internally) as well as other professional organization partners, to plan and execute programs, programmatic enhancements, and new initiatives related to the activities and audiences served by L&CD. This includes leveraging existing relationships/resources and developing new alliances to advance strategic goals and objectives.
4. Provides leadership within the Division on divisional initiatives; this includes Society and Divisional priorities, program evaluation, employee engagement activities, technology prioritization activities, and performance management.

5. Serves as a leader for and contributes to Society-wide initiatives related to learning and career development. Represents the Division externally on matters related to learning and career development, as needed.
6. Coordinates support to relevant governance groups. Serves as liaison for special task forces and working groups upon request.

Education/Experience/Technological Knowledge

B.S. degree in the chemistry or chemical sciences required. Advanced degree in the professional learning and development, physical sciences, or education sectors preferred; management experience in the education, business and/or non-profit sectors may be substituted for an advanced degree. Minimum of 10 years of relevant experience including 7 years of management experience. Demonstrated ability to lead and successfully manage people, processes, and projects across a large organization. Excellent leadership and management skills. Demonstrated ability to serve as an influential and strategic leader of cross-functional and cross-organizational teams. Skilled and effective cross-functional collaborator and communicator. Post-COVID, travel will be required (approximately 8-12 trips per year).

EEO/Minority/Female/Disabled/Veteran