



## **Position: Director of Training & Development**

### **Location:**

New York City (Hybrid Work Options Available)

### **Organization:**

The Center for Fair Futures

### **Compensation:**

Estimated range: \$110,000 - \$140,000 + Benefits

### **About Us:**

The Center for Fair Futures is committed to transforming the way youth-serving professionals engage with young people who have been adversely impacted by systems.

We do this through staff development, coaching, and community building to champion our Fair Futures model; an innovative, relationship-based coaching approach co-designed with young people.

Our work is grounded in equity, healing, and youth voice. Through the power of trusted relationships, we equip professionals with the tools, mindset, and support needed to help young people thrive, both within systems and beyond.

The Center for Fair Futures Learning and Impact team supports over 500 professionals across 34 organizations who are implementing the *Fair Futures Coaching Model*. In addition, the team provides professional development to other non-profit organizations, schools and public agencies with the purpose of helping them thrive by equipping their staff with the knowledge, skills, and support necessary to create lasting impact and meaningful change in the lives of the young people they serve.

The **Director of Training & Development** plays a critical leadership role in shaping a culture of continuous learning and professional growth across the Center for Fair Futures. This role ensures that our training content is high-quality, relevant, and impactful, equipping staff and partner organizations to thrive in the dynamic youth development landscape. The ideal candidate will bring strong project management expertise, a deep passion for professional development, and a strategic mindset for growth and innovation.

This position encompasses three core responsibilities:

1. Oversee the quality and effectiveness of training content across all learning audiences.

2. Contribute to business development strategy, including revenue goals and client recruitment.

3. Measure the impact of learning initiatives and manage key training partner relationships to ensure outcomes are met.

## **Key Responsibilities:**

### ***Training Oversight & Development***

- Lead the development and delivery of the *Fair Futures Foundation Series* and all mandatory training for new staff.
- Oversee professional development pathways for both external partners implementing the Fair Futures model and for Center for Fair Futures staff.
- Ensure completion and compliance of required training through close coordination with the LMS Director.
- Facilitate professional development sessions as needed, creating dynamic, interactive learning environments that promote engagement and retention.

### ***Team Leadership & Collaboration***

- Supervise and support a team that includes 1–2 Training & Development Specialists and a Training Coordinator.
- Collaborate with the Training & Development Specialists to coordinate and deliver a comprehensive range of learning opportunities.
- Align staff development needs with feedback from other Center for Fair Futures team members.

### ***Program Evaluation & Impact Measurement***

- Collaborate with the Learning Management System (LMS) Director and VP of Data, Analytics & Systems to evaluate the effectiveness of training programs.
- Use data to track learning outcomes, analyze ROI, and inform strategic decision-making.
- Provide regular impact reports and insights to leadership, supporting a cycle of continuous improvement.

### ***Client & Partner Management***

- Serve as the main liaison for training partners, ensuring deliverables and quality standards are consistently met.
- Work with the Chief Learning and Impact Officer to cultivate and manage relationships with external clients and stakeholders.

### ***Business Development***

- Co-develop a business development plan, including setting revenue goals and building a pipeline of new clients.
- Contribute to the creation of marketing and recruitment strategies to grow training services and expand our reach.

### ***Certification Program Development***

- Lead the design and implementation of certification pathways for leaders, Specialists, and Coaches.
- Ensure strong alignment between certification programs and the organization's broader learning and impact goals.

### ***Innovation & Best Practices***

- Stay current on training trends, adult learning theory, and emerging technologies in L&D.
- Integrate best practices and innovations into training programs to keep content fresh, relevant, and impactful.

## **Qualifications**

### **Knowledge, Skills, and Experience**

- Minimum of 5 years in training and/or staff development, with experience designing and delivering training programs.
- Minimum of 10 years in youth development; experience with foster care and juvenile justice systems is highly desirable.
- Demonstrated experience leading teams and managing large-scale training initiatives.
- Proven ability to manage projects from conception to evaluation.
- Excellent facilitation, communication, and interpersonal skills.
- Strong analytical skills, including experience interpreting training impact data.
- Familiarity with business development strategies in mission-driven organizations.
- Knowledge of the nonprofit and/or education sectors and experience working with diverse populations.

### **Education and Certifications**

- Master's degree in Education, Social Work, or a related field required.
- ICF-accredited Coach Certification a plus.

### **Technical Skills**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Canva.
- Experience with Learning Management Systems (e.g., Moodle, Canvas, TalentLMS).
- Comfortable with digital tools and training software; familiarity with AI tools like ChatGPT is a plus.
- Understanding of adult learning principles and online training best practices.

## **What We Offer**

**Competitive Salary:** \$110,000 - \$140,000 + full benefits package

**Comprehensive Benefits:** Health, dental, and vision insurance; retirement plan

**Professional Growth:** Opportunities for development, certification, and advancement

**Work-Life Balance:** Flexible schedule, hybrid work options, and a supportive team culture

**Impact:** A technical training role that directly impacts the training and development of hundreds of youth-serving staff and advances the well-being of young people across NYC

**How to Apply:** We appreciate your interest in joining our team. Please email your resume and a brief cover letter to [admin@fairfuturesny.org](mailto:admin@fairfuturesny.org) by August 15th, 2025. Please include your full name and the role you're applying for in the subject line. While we may not be able to respond individually to every application, we'll be in touch with candidates selected to move forward. Thank you for understanding!