



POSITION DESCRIPTION

Date: 10.08.24

Job Title: FLC Professional Development Director

Reports to: FLC Executive Director

The Federal Laboratory Consortium for Technology Transfer (FLC) is the formally chartered, nationwide network of over 300 federal laboratories, agencies, and research centers, that fosters commercialization, best practice strategies, and opportunities, for accelerating federal technologies out of the labs and into the marketplace.

The FLC is staffed by AUTM and an employee in this position will be employed by AUTM.

This is a remote position.

FLC Mission: To support federal laboratories in maximizing the impact of technology transfer for the benefit of the United States.

Position Overview:

The Professional Development Director is responsible for providing a progressive full spectrum education and training and networking opportunities for Federal technology transfer professionals and key stakeholders. The FLC delivers content through a variety of mechanisms and is trying to develop a certification program for the federal technology transfer profession. These activities center on an on-line learning center with curriculum in several career pathways. This is supported by webinars and an annual meeting that serves as the FLC's primary in-person training event.

The ideal candidate will have a strong knowledge of adult learning theory and systems to lead the design and implementation of the FLC's learning and certification programs. This includes demonstrated leadership in program management as a supervisor and assigned budget. The Professional Development Director will report to the FLC Executive Director but will have extensive interaction with the FLC's Educational Committee and Executive Board and will need excellent written and oral communication skills.

Responsibilities:

- Conduct and deliver high-level instructional design work.
- Provide project management including tracking and analyzing performance of the program.
- Supervise two employees in program delivery.



- Perform budget planning and execution for assigned areas.
- Coordinate with FLC committee members to understand expectations, address concerns, and align program initiatives with broader organizational goals.
- Develop work scope and oversee the work of subject matter experts and contractors to deliver the program. Assist in the design and development of training programs,
- Take charge and lead all aspects of delivery for the FLC National Meeting.
- Conduct analyses of program offerings to ensure quality, identify gaps, and continually improve materials.
- Prepare and present reports on program progress and performance metrics to senior management, committee leaders and the FLC Executive Board.
- Coordinate with agencies that have shared objectives in professional development to enrich content.
- Lead the development of content and training delivery for the FLC National Meeting.
- Develop high quality reference and support materials for the FLC members.
- Collaborate with other FLC activities to streamline processes and achieve results.
- Operate and improve the FLC mentorship program.
- Ingrate the FLC's educational offerings with agency specific training opportunities.

Requirements:

- Bachelor's degree in education; graduate degree strongly preferred.
- 5+ years of experience in association professional development or equivalent in government.
- 2+ years supervisory experience.
- Experience in project management, learning and development, preferably supporting the government sector.
- Knowledge of adult learning theories and implementation.
- Experience developing curriculum.
- Strong interpersonal skills, ability to interact with staff and membership with a high level of diplomacy and effectiveness.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Innovative thinker with the ability to translate strategic thinking into actionable plans and results.
- Proficient in Microsoft Office Suite including Teams, PowerPoint and Excel.
- Experience working with commercial Learning Management Systems.
- Experience in web-based instructional design.
- Knowledge of the technology transfer profession a plus.
- Travel 10-20%

Annual Salary:

The expected salary is approximately \$100,000 annually.