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| Job Title: | Training Sustainment Manager |
| CCFH Program: | Training Services |
| Location: | Durham, NC |
| Position Type: | Full-Time |

JOB DESCRIPTION

Reports to: Co-Director of Training

Occupational Summary:

This leadership position encompasses duties related to the management of business and financial operations within the CCFH training services program including the responsibility for supervision of the CCFH Training Manager, development of contract/grant budgets and related scopes-of-work for training services, and strategic and operational planning to support the sustainment of the quality and growth of the program. All employees are required to perform in accordance with the Center for Child and Family Health Policies and Procedures Manual.

Work Performed:

Contract/Grant Development

- Execute key business development processes for external contracts and grants
- Develop work-plans for core CCFH training projects including timelines, personnel allocation plans, and reporting templates
- Develop and review training proposals in collaboration with Training Manager, Co-Training Director, and CCFH Administration to approve training proposals to external customers
- Develop budgets, budget justifications, and staffing plans for long-term training contracts for a variety of programs / services
- Develop a variety of training services budgets including internal, deliverables based, and multiyear contract/grant

Management of Sustainment Activities

- Execute quarterly training faculty/staff allocation planning process
- Interface extensively with CCFH Finance Office in review of expense and budget reports for training projects and to ensure compliance with fiscal procedures across training services processes
- Collaborate with Executive Director and Co-Training Directors to develop and monitor strategic, operational, and financial planning process (e.g., annual projections) for overall training program
- Develop/maintain effective system for training services data management in order to efficiently meet internal and external reporting needs and guide data-informed decision making

General Duties

- Supervise day-to-day activities of Training Program Manager
- Develop, refine, and manage effective collaboration strategies between training faculty/staff
- Monitor needs for training tools/technology across the training services program (e.g., Adobe Connect, WebEx, Uber Conference, AccuConference, PollEverywhere, FedEx Print-Online)
- Facilitate CCFH Training Leadership Team and related committees (regularly scheduled meetings and strategic planning)



- Provide assistance with research and grant writing initiatives with training focus
- Work with Training and CCFH leadership to review training project and grant proposals for mission fit and overall feasibility

Education/Training:

- Master's degree in relevant field (e.g., business, public health, mental health)

Experience:

- At least two years' experience with leadership and/or supervision of projects involving multiple team members
- Demonstrated experience developing contracts and business agreements
- Experience on collaborative leadership teams, preferably in a non-profit and/or training services setting

Preferred Skills:

- Strong organizational and leadership skills
- Ability to engage with a diverse range of customers/potential customers and to lead project and training teams
- Excellent written and verbal communication skills
- Comfort developing budgets and negotiating financial agreements
- Proficiency with Microsoft Office Suite (including Access)

Physical Requirements:

- The position requires mostly sitting and using a computer/phone. Must be able to lift 15 lbs.

Compensation:

Salary will be based on education and years of experience with an expected range of \$58,000 to \$65,000.

APPLICATION INFORMATION

Applicants should send a **letter of interest** and **resume** via e-mail to:

Arladean Arnson at arladean.arnson@duke.edu
The Center for Child and Family Health
1121 W. Chapel Hill Street, Ste. 100
Durham, NC 27701
Phone: 919-385-0752

For additional information on the Center for Child & Family Health, please see the CCFH website at www.ccfhnc.org.