

IOWA STATE UNIVERSITY FOUNDATION

Director of Learning & Development

Join the Iowa State University Foundation in its charge to advance Iowa State University through philanthropy, helping thousands reach new levels of greatness. The Iowa State University Foundation is seeking outgoing, enthusiastic, goal-oriented individuals to join our human resources team.

Your Next Career Move...

This newly created position will focus on technical training and alignment with organizational changes, ensuring employees are equipped with the skills needed as systems and technologies evolve. The director of learning & development will collaborate with subject matter experts and end-users to develop training that addresses knowledge gaps for data and technology, fosters adoption, and creates proficient users.

Based on qualifications and experience, a selected candidate may hold one of these job titles: Associate Director of Learning & Development or Director of Learning and Development.

Core Responsibilities include but are not limited to:

- Lead high priority projects as needed. Example: research and identify new learning management system and transition existing customer relationship management (CRM) training content.
- Make ongoing changes to content in learning management system to ensure end-users have technical fluency.
- Work with subject matter experts to provide instruction (written, face-to-face, and recorded) to end-users of systems including but not limited to Salesforce, UKG, Tableau, Jira, Canva, Concur, SharePoint, Power Plan, and Financial Edge.
- Provide one-on-one training support to end-users as needed.
- Adapt instructional design and training formats to support diverse learning styles and in concert with existing organizational policies, processes, and procedures.
- Create new employee orientation training to ensure baseline technical literacy for staff.
- Manage technical training content calendar.
- Conduct routine/periodical technical needs assessments with key stakeholders and provide requisite training to end-users to address knowledge gaps.

Qualifications

Education & Work Experience

- Bachelor's degree or appropriate related years of experience. Advanced degree in a related area preferred.
- 3+ years of proven professional technical training experience.

Desired Skills & Experience

- Project management certification or equivalent experience preferred.

- Instructional design model(s) certification or equivalent experience preferred.
- Experience with Salesforce or other CRM is preferred.
- Collaboration, self-directed, ability to quickly learn new technologies and tools.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to work independently and as part of a team. Must be adaptable, flexible, and self-directed.
- Proficiency with Microsoft Office Suite and ability to learn to use new software.
- Must be able to handle several activities simultaneously with attention to detail and adherence to deadlines and accuracy.
- Must adhere to strict confidentiality standards.
- Creativity, patience, a sense of humor and a belief in our organizational mission of: *Aligning donor passion and generosity to advance Iowa State University's land grant ideals*

Travel: None

FLSA Status: Exempt

Location: Ames, IA; potentially hybrid

For additional information, visit the following pages:

- [Iowa State University Foundation](#)
- [Benefits Package Information](#)
- [Iowa State University](#)