



<b>Job Title</b>	<i>Training &amp; Professional Development Manager</i>
<b>Employment Status</b>	<i>Full-time</i>
<b>FLSA Status</b>	<i>Exempt</i>
<b>Location</b>	<i>Indianapolis, IN (Hybrid)</i>
<b>Reports To</b>	<i>Director of Professional Development &amp; Training</i>

## What You'll Do

The Training and Professional Development Manager plays a pivotal role in the development and delivery of meaningful, high-impact training experiences that support volunteers, staff, and the broader mission of Kids' Voice of Indiana. This position is responsible for coordinating volunteer onboarding and training, leading professional development initiatives, and curating learning experiences that enhance staff capacity and volunteer effectiveness. Through innovative program design, curriculum development, and ongoing facilitation, the manager ensures that training offerings are responsive, relevant, and aligned with organizational goals.

This individual supports learning initiatives across departments, collaborates on event planning, and manages systems and technology used to deliver and track professional learning. The manager is also instrumental in nurturing a culture of learning and growth, ensuring that training reflects best practices in adult learning, cultural responsiveness, and nonprofit leadership.

## Your Key Responsibilities

- Partner with subject matter experts to develop a comprehensive training program for onboarding new volunteers.
- Collaborate regularly with program leadership to assess training needs and learning gaps, and assist with the planning, coordination, and delivery of internal and external professional development opportunities for staff and volunteers.
- Maintain and manage the agency's learning calendar, including volunteer training cycles and staff learning events.
- Design and facilitate new staff onboarding related to the CASA program and volunteer engagement.
- Utilize learning management systems and technology (e.g., Absorb, Lessonly, Zoom) to deliver, monitor, and track participation in learning experiences.
- Review and improve existing training curricula and materials in collaboration with program leadership.
- Participate in planning and execution of agency-wide conferences, volunteer engagement events, and community-based professional development offerings.
- Curate and share external professional development and continuing education opportunities with staff and volunteers.
- Maintain data related to learning activities, training completions, and event participation; support budget monitoring and reporting.
- Collaborate cross-functionally with program staff to address volunteer-related issues and ensure alignment of training with program needs.
- Build strong relationships with internal and external stakeholders, including community partners, to support training and learning initiatives.
- Stay informed of trends and best practices in volunteer training, adult learning, and nonprofit workforce development.
- Participate in internal meetings, outreach events, cross-departmental collaboration, and professional development opportunities as needed.
- Perform other duties as assigned.

## What You Bring

- Bachelor's degree in education, nonprofit management, training and development, or related field; or an associate degree with 2+ years relevant experience.
- Ability to pass state and national background checks, including a DCS/CPS history check.
- Experience in training facilitation, curriculum development, or instructional design.

- Strong communication skills and the ability to foster positive, trust-based relationships.
- Values-driven, proactive communicator with a passion for child advocacy and nonprofit service.

### **What Makes You Stand Out**

- CASA Training of Facilitators Certification.
- Experience with volunteer engagement and child-serving nonprofits.
- Public speaking and presentation skills with comfort leading groups.
- Strong organizational, time management, and project management skills.
- Cultural competency and a commitment to inclusive, trauma-informed training practices.
- Innovative mindset and ability to design engaging, relevant learning content.
- Proficiency with Microsoft Office Suite, Canva, Adobe, and learning technologies.
- Working knowledge of volunteer management, child welfare, or court-related service.

### **Tech Know-How**

- Proficient in Microsoft Office (Word, Excel, Outlook, Teams), SharePoint, Canva, Zoom, and Adobe.
- Digital meeting platforms (e.g., Zoom, Teams)
- SharePoint, Canva, Adobe
- Learning management and volunteer database systems (e.g., Absorb, Lessonly, Optima).

### **Physical Requirements**

As a leader in this hybrid role, you demonstrate adaptability, professionalism, and accountability while balancing responsibilities across office, remote, and community settings. You manage competing priorities with integrity and sound judgment, staying calm under pressure and solution-oriented in dynamic environments. Whether collaborating across departments, representing the agency at outreach or training events, or coordinating evening and weekend responsibilities, you foster inclusivity, clear communication, and strong relationships. You proactively identify risks, opportunities, and resource needs, ensuring compliance with agency policies and ethical standards while promoting the organization's mission, vision, and values. By maintaining confidentiality, modeling integrity, and promoting continuous improvement, your work contributes to a values-based, inclusive workplace where staff and programs thrive.

### **Your Direct Reports**

None

### **Core Competencies**

As the Training & Professional Development Manager, you are a committed and forward-thinking leader who fosters learning, growth, and organizational excellence. You bring integrity, initiative, and a passion for developing people and improving systems, while exercising cultural responsiveness, emotional intelligence, and sound judgment in all aspects of your work. Skilled in facilitation, project management, and relationship building, you collaborate effectively across teams to ensure training initiatives align with organizational goals and staff needs. You model accountability and professionalism, support cross-departmental coordination, and promote a respectful, inclusive, and mission-driven workplace. By identifying risks, opportunities, and resource needs, ensuring compliance with agency policies and ethical standards, and representing the organization positively with internal and external stakeholders, you strengthen staff capacity and organizational impact. Your work contributes to a values-based, inclusive workplace that is committed to continuous improvement.

### **Compensation & Benefits**

- Starting Salary: \$55,000/year
- Benefits: A generous leave policy, health insurance, 401(k), ongoing professional development, and a mission-driven, collaborative team culture.

**Interested candidates should send their resumes to Chelsea Shelburne, Director of Training and Professional Development, at [cshelburne@kidsvoicein.org](mailto:cshelburne@kidsvoicein.org) by January 15, 2025.**

*Kids' Voice of Indiana is an equal opportunity employer and prohibits discrimination and harassment of any kind as outlined by federal, state, or local laws.*