Associate Director for Education and Professional Development

American Society of Military Comptrollers

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| **Position Overview**The Associate Director for Education and Professional Development is responsible for providing strategic oversight, directing, and managing all aspects of American Society of Military Comptrollers (ASMC) training, education, and professional development activities. As a key leader and program director on the ASMC staff, he/she will participate in ASMC Strategic Planning, Enterprise Risk Management, organizational performance assessment, communication, and other key management activities is support of achieving ASMC’s vision and mission. He/she will work with the ASMC National Executive Committee (Board), the Executive Director, the senior management team, and ASMC councils and committees to develop and implement strategies for supporting the training and professional development needs of all ASMC members and the defense financial management profession overall. He/she will also ensure the Society's education and professional development program activities take advantage of opportunities to collaborate with other organizations (such as defense learning institutions, universities, and ASMC corporate members) so as to develop and provide all types of training opportunities (including on-site, virtual, and hybrid) taking advantage of the latest technology available in the realm of delivery of training and education. Finally, he/she will ensure the Society’s education, training, and professional development program activities are consistent with relevant ASMC policies and procedures. **Position Responsibilities:** **Strategy, Planning, and Program Management.*** Participates as a member of the ASMC executive staff team, contributing to development of long-term strategy and annual organizational goals. Works collaboratively and cooperatively with other senior staff in membership, certification, communications, public affairs, and finance as necessary to achieve organizational goals.
* Based upon guidance and direction from the ASMC Board and the Executive Director, works collaboratively with the ASMC staff, Chapter Presidents, and ASMC commissions and committees in setting the strategic direction for development and implementation of the ASMC education, training, and professional development program.
* Develops an annual ASMC Annual Training Plan consisting of significant training events; such as, the National Professional Development Institute (PDI), Chapter Regional and Mini-PDIs, centrally funded and overflow Enhanced Defense Financial Management Training Courses, webinars, etc. Updates the training plan on a monthly basis so as to maintain a 12 month view of training events.
* Develops and implements plans for expanded virtual type (including live streaming and recorded) training and education offerings, using best value/latest available technology.
* Develops the annual budget of revenue and expenses associated with the ASMC training and education program for review by the Executive Director and approval by the ASMC National Executive Committee. Monitors performance against budget and assures course correction as needed.
* Prepares and presents reports and recommendations regarding ASMC education, training, and professional development activities to the Executive Director and the National Executive Committee.
* In coordination with the Business Analyst, conducts review and analysis of data associated with the ASMC education, raining, and professional development activities toward maximizing benefit to ASMC members and the overall defense financial management community.
* Develops all contracts associated with the ASMC education, training, and professional development (excluding testing) program for signature by the Executive Director. Reviews and certifies education, training, and professional development invoices and provides them to the Financial Operations Manager for payment.

**Enhanced Defense Financial Management Training Program (EDFMT).*** Serves as ASMC POC for all activities associated with the EDFMT Program.
* Coordinates with the Defense Finance and Accounting Service (DFAS) EDFMT Program Manager regarding their administration and renewal of the three year EDFMT Centrally Funded Program contract.
* Serves as ASMC POC regarding communication, coordination, and actions with the EDFMT Centrally Funded Program contractor.
* Serves as coordinator for the Overflow (non-centrally funded) EDFMT Program.
* Ensures information regarding all scheduled EDFMT Courses (both centrally funded and overflow) is updated on the ASMC Website and social media, and is posted to appropriate “communities” within the ASMC *“Engage”* membership collaboration platform in a timely manner.
* Maintains close contact with DFAS and applicable ASMC Chapter Presidents to manage the risk of cancellation of scheduled EDFMT courses due to under subscription of registrants.
* Ensures high quality of EDFMT instruction by periodically observing instructors as they teach courses and also reviewing course evaluation feedback from students.
* Serves as POC for maintenance and update of the ASMC EDFMT textbook.
* Manages printing, pricing, sales, and mailing of the EDFMT textbook.

**ASMC National Professional Development Institute (PDI) Program.*** Develops and fosters a close working relationship with defense learning institutions such as the Defense Financial Management and Comptrollership School, Defense Resource Management Institute, Syracuse University Defense Comptrollership School, CFO Academy, etc.
* Oversees the PDI Professional Development Committee (PDC) in its role in developing the PDI program of approximately 110-120 National PDI Program sessions (including all mini-courses and workshops).
* In coordination with the Executive Director, secures a volunteer Chair of the Professional Development Committee and works with him or her in identifying members of the committee and scheduling committee meetings.
* Develops and issues the annual Call for Corporate Workshop Proposals from Corporate Gold and Silver members.
* Supervises the PDC Coordinator (ASMC part-time staff member) in his/her development of PDC meeting agendas, assembly of workshop proposals for review by the PDC, and development of data/information concerning results and ratings of previous year PDI sessions.
* Once the PDC has approved PDI sessions, based upon submissions of workshop proposals from ASMC Gold and Silver corporate members, supervises the PDC Coordinator in scheduling all mini-courses and workshops within the Thursday/Friday session timeframes.
* Supervises the PDC Coordinator as he/she serves as POC to “Registration HQ” the current ASMC contractor for programming all information regarding PDI sessions into the PDI registration system.
* Serves as ASMC POC to Department of Defense (Services and Defense-Wide) and US Coast Guard Service Day POCs for their planning and development of Service Day Programs.
* Directs activities to assure compliance with regulatory requirements, AES policies and procedures, accreditation (ACCME) criteria, standards and policies. Maintains AES’s accreditation with commendation. Oversee development and maintenance of all necessary documentation, including policy and procedure manuals, to meet accreditation, funding, and other reporting requirements.
* Monitors performance against budget and assures course correction as needed.
* Special projects as assigned.
* Travel required 3-4 times a year.

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