

## VACANCY ANNOUNCEMENT

<b>Position Title:</b>	<b>Curriculum Director, Financial Management</b>
<b>Department:</b>	<b>Curriculum Products and Services</b>
<b>Work Location:</b>	<b>Washington, DC</b>
<b>Announce Date:</b>	<b>March 25, 2019</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

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### SUMMARY

Graduate School USA is an active learning community with a rich history that spans almost a century. We offer a range of programs and services designed to serve the needs of organizations and individuals in both government and the private sector.

Graduate School USA is currently seeking a Curriculum Director to represent the School's Federal Financial Management programs to external partners and customers nationwide. The incumbent will provide federal Financial Management subject matter expertise to support Business Development efforts to include determining appropriate course content and/or design, developing customized learning solutions, and identifying customer training needs.

### KEY DUTIES AND RESPONSIBILITIES

- Provides leadership on the development of the overall Federal Financial Management curriculum as well as specific course materials.
- Collaborate with Business Relations to grow business, develop and support customers and ensure understanding of customer training needs, provide curriculum perspective, identify viable solutions, and build customer relationships; build agency relationships to develop and grow sales in field locations; ensure development and execution of sales plans that includes conducting competitor analysis, establishing contacts and building key relationships.
- Identifies opportunities to expand into new markets and develop strategic partnerships.
- Leads the School's efforts to establish and grow partnerships with professional organizations in the field of federal Financial Management. Leverages contacts within the federal Financial Management community to build and maintain strong relationships with accrediting bodies and other professional organizations.
- Provides subject matter input on assigned curriculum products to ensure accuracy, relevancy, and appropriateness of course/curriculum content. Identifies and responds to emerging training needs and government-wide trends. Advises others on curriculum and/or sales requirements.
- Coordinates with course development experts to design and develop training solutions that are responsive to customer needs. Ensures that curricula and course materials adhere to quality assurance and professional standards as defined by accrediting bodies and relevant external professional bodies, as well as internal quality standards.
- Represents in on-site customer meetings to develop, negotiate, and close proposals.
- When necessary, participate in proposal bid/no-bid decisions; provide proposal content (management plan, course content for both off-the-shelf and customized courses); identify relevant past performance; recommend appropriate instructors.

- As needed, provide input to Marketing regarding current and potential customers and learning needs and messages. Draft, review, and approve marketing collateral to ensure accuracy and relevancy to GSUSA customers.
- Provide advice and support to Training and Program Management staff regarding content, instructors, course material, and logistics, as needed.
- Assist in the identification and recruitment of high quality federal Financial Management instructors.
- When necessary, serves as instructor for contract or open enrollment sessions federal Financial Management classes.
- Create and maintain strong working relationships with Financial Management instructors, staff, and senior management team.
- Participate in conferences and networking events to promote GSUSA capabilities and products.
- Works with online training developers to prepare courses for distance learning design and delivery.
- Other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Practical subject matter expertise in all aspects of Federal Financial Management (Budgeting, Accounting, Financial Management and related competencies).
- Proven ability to develop, update and present professional Management training.
- Demonstrated leaderships in the Federal Financial Management community or professional associations.
- Knowledge of current federal requirements, laws and regulations from continuing sources of industry requirements and trends.
- Knowledge of civilian and DoD professional financial management competencies and certifications.
- Knowledge of Graduated School target government financial management and financial markets and competitive products.
- Ability to plan and assist in executing a comprehensive marketing and sales strategy.
- Ability to independently budget, schedule and contemporaneously adjust a program of courses including instructor assignments.
- Proven skills in seeking, developing and building strategic partnerships with government organizations and professional associations.
- Strong communication skills in developing marketing materials, and rapport with clients, peers, students and government leaders.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree required; Master's and/or relevant professional certifications desired.
- 7-10 years of federal training management, development or delivery experience required.
- 10 years' experience in federal financial management leadership.
- Experience working with instructors, subject matter experts, instructional designers, and other learning/training partners and clients.
- Experience in developing and growing a program based upon stakeholder needs and market opportunities.
- Experience in performing and leading all aspects of federal financial management including budgeting, accounting, internal controls, travel, performance management, appropriation law and audit resolution.

## **WHY WORK at GRADUATE SCHOOL USA?**

- Office located in the heart of DC with Metro access
- Opportunity to strongly influence the successful careers of Federal Financial Managers and the performance of Federal Financial Management
- Build upon the capabilities and reputation of Graduate School USA's 95+ Years Legacy
- Medical, Dental and Vision
- AFLAC supplemental coverage
- Tuition Assistance
- Personal Development
- Easy access to museums and sporting venues
- 401k
- Transportation Benefit
- Employee Assistant Program
- **Free** Professional Development Courses

**Interested applicants must submit a resume and cover letter (please include cover letter in *Resume Text* section of the online application) for consideration by clicking on the following link to apply online:**

[gsusacareers.synchr-recruit.com/job/79447/curriculum-director-financial-management-full-time-part-time](https://gsusacareers.synchr-recruit.com/job/79447/curriculum-director-financial-management-full-time-part-time)

**Graduate School USA is an Equal Opportunity Employer.**