

## Public Procurement Education Manager

Do you have a passion for procurement and furthering the profession? Are you looking for your next challenge with an association that is in growth mode? Our opportunity is the kind that doesn't come around very often.

**NIGP is on the hunt for an experienced Public Procurement Education Manager to join our Content Research & Development team.**

A talented professional to join our dynamic group of professionals that will be deeply dedicated to advancing our members profession. While work experience and educational preparation are certainly important, we don't just hire the best resumes, we hire talented individuals that are a great fit for our culture and values first.

We are looking for someone with an entrepreneurial spirit, a subject matter expert in public procurement with an educational focus that is inclined to be disruptive and visionary. An individual that brings with them new ideas and is not afraid to lead us to success.

Our Public Procurement Education Manager serves as NIGP's public procurement subject matter expert for the identification and creation of a full range of educational materials geared to the adult learner; from in-person and virtual seminars, courses, and conferences to self-paced learning modules, editorial content, and webinars. Additionally, this position oversees NIGP's contract instructors to ensure high quality experiences for NIGP learners.

This person will bring expertise and work experience to the Institute as a public procurement practitioner. As such, they serve as the go-to resource for the NIGP staff on matters related to the principles, standards, and practices governing public procurement.

Your Key Responsibilities will be:

### **Procurement Subject Matter Expert & Content Development – 50%**

- Serves as NIGP's main subject matter expert, advising NIGP staff on matters related to the principles, standards, and practices governing public procurement.
- Partners with the Content Team staff to assist in determining educational offerings.
- Serves on project teams with Instructional Designers to review and evaluate course content to ensure alignment to public procurement best practices and standards.
- Collaborates with the Publications & Content Curation Manager to identify and write editorial content, review and evaluate publication content to ensure alignment to public procurement best practices and standards.
- Develops engaging presentation content for NIGP, ensuring content is consistent, timely, relevant, and aligned to the principles, standards, and practices governing public procurement.
- Collaborate with marketing to promote upcoming educational offerings.

- Assess feedback from presentation participants via surveys, evaluations, etc. to determine whether current offerings need to be enhanced, expanded, and/or to create new content.

#### **NIGP Instructor Administration – 25%**

- Determine annual course instructor needs and administrate contracts.
- Plan and facilitate bi-monthly instructor corner meetings.
- Create facilitation processes to ensure high quality learning experiences and ensure quality control measures.
- Collaborate with the Content Team staff to design and conduct effective train-the-trainer sessions to ensure high quality facilitation.
- Collaborate with the Events Team and Content Team to ensure quality instructor selection for NIGP courses.
- Provide reports and analysis on instructor evaluations.
- Working with Director, Content Research & Development, coach/mentor instructors as required.

#### **Accreditation Committee Support – 15%**

- NIGP Liaison to the Accreditation committee:
  - Work with the Content Team staff to support QPPD applications.
  - Plan and facilitate monthly Accreditation Committee meetings in support of the Accreditation Committee Chair and strategic plan.
  - Grow accreditation program into a sustainable offering.

#### **On-Going Responsibilities – 10%**

- Read professional journals to increase market and pedagogical knowledge.
- Maintain professional-level Learning competencies in facilitation.
- Monitor developments in the industry and identify new and innovative learning technologies and approaches to implement in NIGP educational content.
- Maintain subject matter awareness to ensure learning product relevancy.

#### **Your Ideal Skills and Abilities:**

- Experience in various procurement areas such as contract compliance, RFP process, construction, professional services, contract compliance, or ethics is required.
- Ability to leverage synergies between SMEs to drive content creation.
- Ability to translate procurement concepts into materials that can be utilized by members: courses, conference sessions, webinars, editorial content.
- Demonstrated success in writing, editing, and managing the writing and editing of educational materials including technical manuals and/or technical policies and practices.
- Proficient in analyzing and evaluating data when developing content.
- Experience with ISD Methodology, and teaching adults a plus.

- Excellent organizational and communication skills with great attention to detail.
- Effective verbal, written, communication, and interpersonal skills to communicate with various individuals from diverse socio and economic backgrounds.
- Skilled in project management, supervising and providing excellent customer service.
- Ability to thrive under the pressure of deadlines.
- High level of comfort working collaboratively as part of a multi-functional team.

Your Minimum Qualifications are:

- Bachelor's Degree in Public Administration, Business Administration, or a related field.
- Minimum of eight (8) years progressive work experience and applied knowledge in the public procurement industry as a mid-level or senior public procurement/contracting practitioner.
- Minimum of three (3) years of supervisory experience preferred.
- Professional certification preferred; with preference to certifications issued by NIGP.

At NIGP, we are committed to provide competitive salaries that are equitable and reflect the requirements and responsibilities of the position. In addition, we continuously benchmark our benefit package.

Effective August 1, 2023, NIGP will be 100% virtual for most employees. We will retain offices in the Herndon area for employees who are local and within a commutable distance (under 100 miles). This is the office where NIGP employees gather for events.

*NIGP is an Equal Opportunity Employer, that values the strength diversity brings to the workplace. Individuals with Disabilities and Protected Veterans are encouraged to apply. EOE M/F/D/V are encouraged to apply.*

To apply, please email resume along with salary history/requirements to [careers@nigp.org](mailto:careers@nigp.org).