

Education & Certification Manager

NATIA is a professional organization of over 3,000 members in the technical investigative space within law enforcement. All members are credentialed officers and agents who join NATIA for its unparalleled education, conference, networking and professional development opportunities. The National Technical Investigators' Association (NATIA) has an immediate opening for an Education & Certification Manager. This position will report to the Board of Directors and be responsible for the strategic input, management, positioning, implementation and overall results of the association's training, conference content and associated educational programs, as well as the association's Certified Technical Investigators' (CTI) program. The role includes leading volunteer committees and working alongside members in creating world-class networking and educational events. The position collaborates with staff, members of the Board of Directors and volunteers to develop regional and national programs that deliver a high-quality training and educational experience to NATIA's members.

NATIA and its members currently enjoy the success of several well-developed training opportunities which may be free, or fee based. The right candidate will recognize the success of these programs and regularly identify ways to continue their advancement in both financial and membership success.

NATIA's certification is a successful program with immense potential for growth and recognition in the marketplace. The Education and Certification Manager will roll-out a comprehensive plan to increase CTI's certified yearly. The ability to research what agency leaders find valuable in a certification program and include in the CTI program is expected. Purposefully and appropriately positioning the CTI program in the law enforcement market to gain exposure will be a necessary skill for the successful candidate.

Principal duties and responsibilities regarding education, content development and certification include:

- Develop and implement business plans for the NATIA continuing education conferences.
- Continue to develop E-Learning technologies and training for remote learning, including webinars and other secure platforms given NATIA's mission. This includes the development and implementation of a robust virtual learning strategy that can be monetized.
- Lead cross-functional conference programming teams to ensure the development, promotion and delivery of high quality, financially viable programs that are reflective of industry needs.
- Collaborate with teams and volunteer leads to develop program concepts that define all conference program objectives, market position, value statements, unique features and benefits, as well as timelines and production milestones. Meet timelines and attendance expectations.
- Act as primary point of contact with NATIA chapters involved in education or training at their events. Work to achieve greater involvement in education events by chapters, as appropriate for each event.
- Work closely with the NATIA staff and Executive Board to develop and implement a 12-18-month planning cycle for the year, including the National Conference.

- Monitor progress towards attendance and financial goals for all trainings and education conferences, providing regular progress reports including financial forecasts.
- Assist in development and management of event budgets.
- Working closely with volunteer committee leads and the Administrative Director on the development and deployment of all promotional material and onsite materials for each education offering and the National Conference.
- Implement processes for education, training and conference program evaluation and standardize them across all educational offerings.
- Work with the NATIA staff and Executive Board to identify opportunities to create and market synergistic offerings to conference and training program attendees.
- Create and implement committee and speaker support tools that meet quality expectations and reflect NATIA's brand.
- Collaborate in the development and maintenance of the NATIA product development pipeline, as defined by the Board of Directors via the Strategic Plan.
- Institute quality processes and systems that reflect best practices and deliver member value.
- Adapt to changing processes and procedures while building and managing growth of the education program.
- Attend, research and analyze competitive educational programs and events to glean ideas for new topics, processes, technologies, systems, trends, etc.
- Ensure that all necessary regulations, including but not limited to OSHA requirements are met and communicated with all participants and necessary parties.
- Responsible for education and workshop logistics, including but not limited to travel for instructors, venue sourcing, ordering equipment, shipping equipment, coordinating the receiving of supplies and maintaining inventory.
- Coordinate CTI testing sessions at NATIA-approved training provider locations, chapter meetings, and National Conferences.
- Oversee the new CTI application process and communication thereof, including efficient processing of exams and issuing of certifications.
- Efficiently manage, notify, process and communicate the CTI renewal process.
- Work alongside the Administrative Coordinator to ensure a seamless and efficient registration program for all NATIA education offerings.
- Coordinate all education logistics as it relates directly to the classes/workshops, including equipment purchases, meeting deadlines, gathering information and communicating with participants and instructors.
- Oversee Reference Manual purchases and delivery.
- Manage a committee dedicated to ensuring the Reference Manual remains up to date and reflective of the latest best practices in our industry, updating as needed.
- Work closely with the Administrative Director to ensure that all National Conference logistical needs are met.
- Work with the National Treasurer and Administrative Director on the development and management of event budgets.

- Collaborate with the Administrative Director on the development and placement of all printed convention/meeting materials and onsite signage related to education for the National Conference.
- Oversee shipping and distribution of materials for conferences and training events.
- Ensure the event inventory levels are maintained, packed and ship in a reasonable time to arrive at venues at the best possible rates.
- Stay current on trends, prices/cost and look for ways to be cost efficient.
- Other duties as assigned.

Preferred Job Requirements

This is a full-time paid staff position and the candidate chosen will have a bachelor's degree at a minimum and at least 5-7 years' experience in providing cutting-edge continuing education to professionals working in an association setting. Vision and creativity are key attributes for the successful candidate. This position will require the ability to self-motivate and have a drive to meet goals and objectives outside of a traditional office setting as this position is a work from home position and will be 100% remote. Ability to use emotional intelligence in working with members, potential members, vendors, speakers and fellow staff members to create an environment of innovation and professional excellence is critical.

This position requires domestic travel ~5 times a year and on-site at events requires long days and the ability to work outside of the traditional workday.

Compensation

\$70,000 - \$80,000 a year + bonuses

To Apply

Email your Cover Letter and Resume to careers@natia.org.