

Moore College of Art and Design Job Description

Status: Exempt
Position: Managing Director of Continuing Education
Reports To: President

Purpose:

The Managing Director of Continuing Education will play a pivotal role in managing and monitoring the enrollments and developing the curriculum for Moore's historic youth and adult education programs. They will guide the staff to offer a continuing education program in art and design that meets the College's high academic standards, enhances our reputation and delivers on its promise to enrich and educate.

The Managing Director works closely with Continuing Education faculty and professional staff, as well as Education Technology, the Locks Career Center, Admissions, Registrar, Advancement and other academic support areas. The Managing Director reports to the President.

Requirements:

1. Master's degree desired with experience directing continuing education, and/or other innovative programs in non-profits, civic organizations, creative industries (and other experiences within or external to academic programs) preferred.
2. A minimum of 3-5 years of administrative experience and leadership in related or other relevant areas
3. Experience in program development and innovation, planning, marketing, and program implementation
4. Strong written, verbal, and interpersonal communication skills
5. Financial experience with program budgets and, ideally, understanding of return on investment analysis
6. Interest in educational technologies, and learning and communication platforms
7. Experience working with expanded networks, including external partners and collaborators across different fields
8. Research interests in youth and adult/professional education and extension program trends
9. Capacity to set goals, ambitious and achievable plans
10. Demonstrated commitment to imagination, innovation, and creativity
11. High level of attention to detail, capacity to execute and manage, clear understanding of connection between continuing education and the overarching strategies of the College.

Responsibilities and Duties:

The Managing Director of Continuing Education will play a central role in the following areas and processes:

1. Programs and Programming:

- a) Lead, supervise, and ensure productive coordination of professional staff and faculty in Continuing Education
- b) Support and advance Moore's Strategic Plan, including its commitment to diversity and inclusion

- c) Work with the President to develop short and long-term goals and plans for continuing education
- d) Recruit and hire new continuing education faculty
- e) With faculty and the President, facilitate and support the development of new programs and curricula
- f) Guide the evaluation of programs relative to strategic and pedagogical goals
- g) With the Registrar and other areas, prepare annual schedules and section balancing for continuing education courses

2. Budgets and Finances:

- a) Prepare annual operating and capital budgets and oversee all fiscal management of the area
- b) Design and run programs that contribute to the bottom line of the College's earned revenue
- c) Guide and monitor revenue and expenses for the Youth and Adult Continuing Education programs, consistent with budgetary targets

3. Recruitment and Enrollments:

- a) Monitor trends in degree awarding and non-degree awarding adult education programs
- b) Oversee data including enrollment, retention, pricing, and other recruitment initiatives for Continuing Education
- c) With the guidance of Moore Marketing & Communications and Admissions, develop innovative approaches to marketing for prospective Continuing Education students; implement email communication and marketing through College's CRM Slate
- d) Participate in college outreach through knowledge or distance learning, social media, and other potential programs, events, and extension programs in Philadelphia and beyond

Physical Demands/Working Conditions:

No physical demands. Office settings.

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <http://moore.edu/about-moore/non-discrimination-504-titleix>