

JOB TITLE: VICE PRESIDENT OF LEADERSHIP DEVELOPMENT

REPORTS TO	Executive Director
WORKING HOURS	Full Time: 1 FTE (Full Time Equivalent)

JOB SUMMARY

The Business Ethics Alliance (Alliance) is seeking a Vice President of Leadership Development. Capable of bringing applied research in the behavioral sciences, business ethics, and values-based leadership to our systems and processes. This person will be versed in adult learning theory, learning methods, face-to-face and online delivery styles, and curriculum design. In this role, the vice president will enable the Alliance to deliver research-based, innovative content across our community programs and products & services working collaboratively with marketing, business development, fundraising, and programs staff.

ORGANIZATIONAL OVERVIEW

The Alliance is a one-of-a-kind city-level initiative committed to providing practical, positive business ethics solutions. We do this through our community programs, speaking engagements, custom workshops, and a variety of fee-based ethics products. Our office is housed on Creighton University's campus. We are a partnership with the Omaha business community, the Heider College of Business at Creighton University, the Greater Omaha Chamber of Commerce, and the Better Business Bureau.

ALLIANCE CORE VALUES

- **Big Impact** - We stretch for game-changing results that inspire ethical business practices in our community, nation, and world.
- **Ever Learning** - We embrace the need to learn and continuously improve.
- **Supportive** - We look out for every member of our team and the greater good of the organization.
- **Tenacious** - We work hard and don't give up.
- **Respectful** - We behave in ways that value everyone's thoughts, beliefs, and feelings.

WHAT TO EXPECT DAY-TO-DAY

- Create educational strategic plan for the Alliance.
- Deliver products & services (e.g. conduct workshops, training, consulting, etc.).
- Coordinate logistics for product & service delivery and follow up with clients to ensure satisfaction.
- Prepare materials for workshops (e.g. PowerPoint slides, participant packets, online delivery).

- Lead Program Committee in the strategic development of Alliance Signature Events curriculum.
- Have familiarity with conducting market research to determine client needs.
- Research behavioral science and business ethics publications and lead and leverage the Ethics Cadre's experience to be used in content for programs, products & services.
- Develop face-to-face and online educational content tailored to meet client needs.
- Work with executive director on the process of creating contracts, bids, and proposals for products & services.
- Run reports and disseminate to relevant stakeholders, including executive director.

SKILLS/KNOWLEDGE

- Expertise in behavioral science and/or business ethics content with a minimum of a master's degree in a relevant area
- Experience with facilitation and leadership development
- Comfort in presenting to large groups and facilitating business ethics discussions
- Self-starter who is willing to learn about business ethics
- Ability to conduct market research/needs analysis and make recommendations
- Knowledge of curriculum creation
- Knowledge of online and face-to-face delivery methods
- Familiarity with basic technology (Microsoft Office, email, calendar, etc.)
- Strong interpersonal communication skills
- Strong initiative and sense of responsibility
- Excellent written, verbal, and analytical skills
- Strong attention to detail
- Ability to effectively manage multiple projects and meet deadlines
- Highly self-motivated with the ability to work independently
- Ability to promote the organization in a positive and professional manner
- Ability to maintain confidentiality
- Ability to maintain regular and predictable attendance
- Reliable transportation is required.

APPLICATION REQUIREMENTS

- Cover Letter
- Resume
- Two References

To apply, send required documents to admin@businessethicsalliance.org

EQUAL OPPORTUNITY EMPLOYER

It is our strong belief that all employees and volunteers should be treated with respect and dignity. The Alliance is committed to providing equal opportunities for all qualified people. We prohibit discrimination by or against any person on the basis of race, color, national origin, age, sex, gender, gender identity, sexual orientation, disability, religion, veteran status, or any other classification prohibited by law. The Alliance will provide reasonable accommodations to people with disabilities.

Position open until the job is filled.