



JOB ANNOUNCEMENT

Director of Training and Program Development

MISSION

The National Association for Public Defense fights for fairness, equity, and the dignity of every client. The National Association for Public Defense connects, inspires and empowers public defenders in the movement for racial, economic, and social justice. The National Association for Public Defense forges a nation-wide community to champion public defense.

LOCATION

Virtual (Remote)

POSITION OVERVIEW

The NAPD Director of Training and Program Development is a leadership role responsible for overseeing the Training Division team and coordinating all aspects of training and program development for the organization. Reporting to the Deputy Director of NAPD, the Director will work collaboratively with management, staff, and external stakeholders to ensure the delivery of high-quality, value-based training programs that align with NAPD's mission and core values. This position is virtual, with the exception of in-person attendance required for key events and meetings.

KEY RESPONSIBILITIES

Training and Program Development:

- Develop and execute a comprehensive training strategy, including live and virtual programs, to meet the needs of NAPD members and the broader public defense community.
- Lead the recruitment, training, and coordination of NAPD faculty.

- Update and maintain a values-based curriculum that reflects real-time changes in public defense representation and aligns with continuing legal education (CLE) and continuing education unit (CEU) requirements.
- Oversee the implementation and management of the Learning Management System (LMS).
- Develop and enhance mentoring initiatives and other programming to support the NAPD community between live gatherings.
- Ensure the development and administration of training evaluations to assess program effectiveness.
- Host post-event meetings to gather insights and review program effectiveness, potential areas of improvement, and program impact.

Leadership and Supervision:

- Supervise and manage the Training Division team, including hiring, performance evaluations, and ongoing professional development.
- Schedule and lead regular departmental meetings to ensure alignment with organizational goals.
- Host regular team meetings that foster open communication and collaboration among team members to build a stronger, more cohesive training division.
- Act as a front-facing ambassador for NAPD, representing the organization at events and fostering strategic partnerships and sponsorship opportunities.

Administrative and Operational Duties:

- Collaborate with other departments to ensure seamless integration of training initiatives with organizational objectives.
- Develop and implement policies and procedures for training and program development.
- Ensure compliance with organizational policies and manage special projects as needed.
- Plan and manage the annual training budget.

REQUIREMENTS

- Minimum master's degree. A proven track record in client-centered public defense training. Juris Doctorate preferred.

- Extensive experience as a public defender trainer, teacher, and facilitator of adult learning.
- Strong leadership and supervisory skills, with the ability to manage a remote team effectively.
- Excellent project management skills, with the ability to prioritize competing demands in a fast-paced environment.
- Exceptional communication and interpersonal skills, with a high level of diplomacy and discretion.
- Proficiency in developing and managing budgets.
- Familiarity with Learning Management Systems and virtual training platforms.

ADDITIONAL INFORMATION

- This is a virtual position, but the Director must attend training events in person and participate in at least one in-person staff or leadership meeting per year.
- Travel expenses for organizational business will be reimbursed in accordance with NAPD policies.
- The Director must avoid conflicts of interest and disclose any potential conflicts to the Executive Director for review.

COMPENSATION AND BENEFITS

- Competitive salary commensurate with experience and education and job flexibility. Anticipated salary range: \$95,000 to \$105,000.
- Comprehensive benefits package, including healthcare, vision, dental, life insurance, 401K plan, and paid time off.

TO APPLY

Send resume, cover letter, and 3 letters of reference to help@publicdefenders.us with the subject as “*Director of Training and Program Development Position*”.

Closing Date: May 15, 2025