



National District Attorneys Association Program Director Job Description

GENERAL PURPOSE

A Program Director is responsible for managing the development (design and implementation) of educational content for the association, working closely with volunteer members and subject matter experts (SMEs) in delivering the content for in-person and online environments. A Program Director performs a variety of advanced level, professional, administrative and managerial duties related to planning, organizing, controlling and directing the day-to-day operations and functions of comprehensive training initiatives and/or an assigned grant-funded program for the National District Attorneys Association (NDAA). This involves curricula, training and technical assistance related to issues of criminal justice and prosecution and grant-targeted prosecutorial specializations, i.e., violence against women, child abuse, elder abuse, domestic violence, sex crimes, trial advocacy, capital litigation, courtroom technology, traffic safety, juvenile justice, cyber crime, gang violence, gun violence, DNA, community prosecution, identity theft, homeland security, etc.

SUPERVISION RECEIVED

A Program Director works under the guidance and direction of the Executive Director and/or Chief Operating Officer. This is a full-time, exempt-level position.

SUPERVISION EXERCISED

May provide supervision to assigned Senior Staff Attorney(s), Staff Attorney(s), and guidance to the Assistant Program Director, Project Coordinator(s), and/or Intern(s).

ESSENTIAL FUNCTIONS

- Understands the mission of NDAA and adheres to organization and staff core values.
- Analyzes and applies trends and best practices in learning technologies and instructional design.
- Ensures a balanced program representative of prosecutorial disciplines, priorities and trends, focused on the inclusion of new and dynamic speakers, innovative topics and approaches that serve as a key motivator for attendance at NDAA trainings.
- Develops educational programs aligned with the profession's identified core competencies and creates engaging learning activities and compelling course content by working with SME's and association volunteers to identify target audiences' training needs and then sets instructional end goals; creates the content that matches these goals, including exercises and activities that enhance the learning process and by creating supporting material/media (audio, video, simulations, role-plays, demonstrations, etc.); analyzes experience levels of students and tailors course content as applicable.
- Coordinates, with the Chief Financial Officer, on the planning of annual program operating budgets related to these trainings and ensures each training comes in on budget through proactive management and clear communication regarding all expense lines; ensures timely reporting of fund utilization; monitors financial status of program(s) to assure compliance with fiscal guidelines and fiduciary responsibilities; establishes fee structure related to course registration.
- Negotiates contracts with faculty; coordinates assigning space at hotels or other meeting sites and scheduling of all programmatic sessions, meetings and social events; manages food and beverage orders, rooming lists and coordinates as appropriate with staff on hotel invoices for final approval; manages all vendors related to NDAA's training events to ensure services are delivered, per contract agreements in place, and that clear communication regarding deliverables is present.

- Monitors course registrations and scholarship applications; performs various quality control functions to ensure compliance with established standards and organizational requirements; ensures compliance with various state CLE guidelines; devises modes of assessment to measure the effectiveness of the material presented; ensures formal full-course evaluations are provided to attendees and maintains project documentation and course folders.
- Serves as one of several points of contact for all internal and external stakeholders with regards to trainings, ensuring that inquiries are responded to in a timely manner and excellent customer service is provided.
- Oversees various marketing initiatives to promote and expand the delivery of education programs and technical assistance; works closely with the Director of Membership and Marketing and participates in marketing efforts in the development of creative advertising campaigns utilizing both traditional approaches and multimedia; ensures the NDAA website is up-to-date and provides current information regarding training; monitors and administrates NDAA's online discussion forums.
- Leads the strategic planning of new training courses and materials to assist members in their day to day work as prosecutors and those working in the prosecution field, as well as individuals seeking justice for communities and working on behalf of victims, as well as develops and implements activities to promote and improve the diversity of the NDAA community.
- Identifies and implements innovative sponsorship and/or exhibitor opportunities that add value to NDAA's professional training events.
- Assists in the development and maintenance of the database of faculty members whose involvement is required for various courses.
- Drafts letters, memos and other correspondence, analyses data and ensures compliance with internal and external regulations and policies.
- Responds to technical assistance (TA) requests related to general trial advocacy or program specific issues in collaboration with SME's.
- Monitors status of various grant and foundation funding sources; assist with the preparation of grant applications; manages, when necessary, an assigned grant targeting the delivery of specialized training and technical assistance; coordinates and facilitates the development of mission statements and objectives of the program consistent with grant specifications; establishes long term and short term strategies; monitors, evaluates and assures timeliness and effectiveness of programs and services; may participate in advocacy activities specific to managed programs and services.
- Maintains effective working relationships with various agencies and organizations; participates in national working groups, coalitions or boards; serves as a trainer and course presenter by participating in various educational events, conferences, workshops, etc.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college and have a Doctor of Jurisprudence degree (JD);

AND

B. Eight to ten (8-10) years of progressively responsible experience in criminal prosecution;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

- Experience in adult learning programs and training, overseeing grant-funded programs, budgeting, grant writing and program evaluation desired.
- Experience engaging with other organizations to establish mutually beneficial partnerships on projects.
- Thorough knowledge of rules of evidence; criminal case law; trial and courtroom practices, processes and procedures; managerial, operational, political, community and economic issues related to or affecting

legal/criminal prosecution; legislative processes of state and federal government; laws, policies and regulations governing criminal prosecution; principles of supervision; organizational communication, design, and motivation techniques; business writing; professional requirements related to the retention of law licenses and the educational standards related to CLE courses and training.

- Ability to implement budgets; plan, organize, direct and supervise the work of others; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected or appointed officials/prosecutors, legislators, executives, administrators, managers, boards, department heads, employees and the public.
- Knowledge of copyright laws, ethics, internal control principles, creative problem-solving processes and facilitation methods as well as the political environment associated with intergovernmental criminal justice programs.
- Proficiency with computer applications (MS Word, MS PowerPoint, Adobe Acrobat, litigation software), marketing methods, social media, and web development.

3. Special Qualifications:

Must be licensed to practice law. Valid Driver's License, desired.

4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as walking, standing, stooping, sitting and reaching. The position requires the ability to sit and stand for long periods of time and light lifting (25 lbs. or less). Continuous talking, hearing and seeing is required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, strategic thinking and creative problem solving. Regular travel required in normal course of job performance.

Key Internal Relationships: Executive Director, Chief Operating Officer, Assistant Program Director, Project Coordinators, senior and staff attorneys, staff members in each of the relevant departments, and interns.

Key External Relationships: Training and conference attendees, elected and appointed officials/prosecutors, NDAA members, hotel personnel, as well as partners and outside vendors.

APPLICATIONS

To apply for the Program Director position, please send a cover letter and resume to NDAA via info@ndaajustice.org. The association offers competitive compensation and a generous benefits package. NDAA headquarters are located in Arlington, VA, with remote work possible. Relocation expenses are not available. Applications are due no later than Friday, March 12, 2021. Final candidate will be asked for verifiable references.

ABOUT

The National District Attorneys Association (NDAA), is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,500 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.