



**National District Attorneys Association  
Vice President, Education and Engagement  
Job Description**

**GENERAL PURPOSE**

The Vice President, Education and Engagement is responsible for the development and execution of an education strategy that provides best-in-class education to prosecutors and prosecution office staff as well as the management and leadership of the internal teams that deliver this education. Engaging with key stakeholders of the National District Attorneys Association (NDAA), both internal and external, this person oversees the development and enhancement of all NDAA educational products including, but not limited to educational publications, in-person trainings, event conferences, webinars, and a full suite of self-directed learning programs. Education may also come in the form of grant deliverables for the federal government or other partners and/or technical assistance. The Vice President, Education and Engagement regularly evaluates existing content and delivery methods, adjusting as necessary to ensure relevance, while also identifying new and emerging topics and delivery methods. The Vice President is a strategic contributor towards NDAA's overall success and must be fluent in all aspects of the Association and its offerings, products, and services. The Vice President will work with the Executive Director, Association staff, Board members, Committee leaders, volunteer members, and subject matter experts (SMEs) for the promotion and delivery of all NDAA educational products, with a goal of year over year growth.

**SUPERVISION RECEIVED**

This Vice President 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**

Provides supervision to assigned Directors, Senior Assistant Directors, Assistant Directors, Senior Staff Attorney(s), Staff Attorney(s), Coordinator(s), and/or Intern(s).

**ESSENTIAL FUNCTIONS**

- Understands the mission of NDAA and adheres to organization and staff core values.
- Leads and supports initiatives to increase event participation and membership from diverse backgrounds.
- Carries out supervisory responsibilities for assigned staff in accordance with NDAA's policies and applicable laws. Responsibilities include interviewing and training staff; planning, assigning, and directing work; leading recurring team meetings; appraising performance; rewarding and disciplining staff; addressing complaints and resolving problems; supporting staff development.
- Develops and implements an adult educational strategy and offerings to align with prosecutors needs and demand, using best value/latest available technology.
- Conducts review and analysis of data associated with all education, training, and professional development activities with the goal of maximizing benefits to members and prospects.
- Collaborates with the Education and Training Committee to identify, develop and enhance a balanced strategy representative of prosecutorial disciplines, priorities and trends, focused on the inclusion of new dynamic and diverse 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 and ensures a process in place for timely payment of training invoices.
- 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 and use of education programs by working closely with the Director of Membership and Marketing and the Director of Communications and participates in marketing efforts in the development of creative advertising campaigns utilizing both traditional approaches and multimedia; promotes and grows the use of NDAA self-directed learning education programs as a source of in-house training for member offices/jurisdictions; ensures the NDAA website is up-to-date and provides current information regarding training; monitors and administrates NDAA's online discussion forums.
- Maintains NDAA educational publications and oversee all necessary updates.
- Identifies 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.
- 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.
- Develop and provide various reports and statistical analysis for initiatives and strategic objectives as well as prepares educational reports for Board of Director meetings.
- Works to ensure strong cross-communication, collaboration and team unity among all of NDAA, including grant-funded teams, membership, marketing and accounting.
- Lead various special strategic initiatives as assigned.

## MINIMUM QUALIFICATIONS

### 1. *Education and Experience:*

- A. Graduation from college and 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 with methods and principles for designing training programs for adult learners, as well as engaging with other organizations to establish mutually beneficial partnerships on projects.
- Ability to embrace innovation and continuous improvement concepts and to influence others.
- Proven ability to affect change and manage and lead a dynamic team.
- Demonstrate initiative, good judgment, problem-solving skills, and the ability to take appropriate and proactive action.
- Ability to conceptualize, launch, and deliver multiple projects on time and within budget.
- Ability to implement budgets using effective skills in cost management, budget, analysis, and control.
- Oversight of grant-funded programs, grant budgeting, grant writing and program evaluation desired.
- Ability to use data to drive strategies.
- Establish and maintain effective working relationships, attention to detail; patience; organization skills; ability to multi-task; interpersonal communication; strong management skills, strategic and analytic thinking are essential.
- Ability to develop interdepartmental connections and effectively collaborate and advocate with stakeholders on all levels using effective verbally and writing skills.
- Thorough knowledge of rules of evidence; criminal case law; trial and courtroom practices, processes and procedures; managerial, operational, 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.
- Knowledge of 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.
- Must be self-directed and able to work independently with minimal supervision.
- Proficiency with computer applications (MS Word, MS PowerPoint, Adobe Acrobat, learning management systems and litigation software), marketing methods, social media, and web development desired.

3. *Special Qualifications:*

- Must be licensed to practice law.
- Valid Driver's License, desired.
- Regular travel required in normal course of job performance.

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.

*Key Internal Relationships:* Executive Director, Chief Operating Officer, Directors, Senior Assistant Directors, Directors, Coordinators, Senior and Staff attorneys, staff members in each of the relevant departments, and interns.

*Key External Relationships:* Board members, Committee leaders, NDAA volunteer members, training and conference attendees, elected and appointed officials/prosecutors, hotel personnel, as well as federal agencies, partners and outside vendors.

**APPLICATIONS**

To apply for the Vice President, Education and Engagement position, please send a cover letter and resume to NDAA via [info@ndaajustice.org](mailto: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, January 27, 2023. 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.