



MINNESOTA  
HOMEOWNERSHIP  
CENTER

## **Position Announcement: Training Manager**

### **Position Summary**

The Minnesota Homeownership Center seeks an experienced training professional. The Center is a mission-driven organization dedicated to promoting and advancing successful homeownership statewide, with an emphasis on serving those facing the greatest barriers to homeownership: lower income households and communities of color.

At the Homeownership Center, training includes making sure that 100 homeownership advisors from community-based, independent organizations statewide have the education and certification they need to deliver services to clients and to maintain their professional standing. These advisors comprise the Homeownership Advisors Network, a primary client group for Homeownership Center. Training also includes developing consumer-focused curricula, job aids, and related supports for advisors to use as they support clients.

The Training Manager is part of the Program and Network Support team in the organization, reporting to the director of this department.

### **Primary Responsibilities**

- Manage the training and consumer content functions of the organization. Design, develop, implement and maintain training activities with technology and classroom-based methodologies. Use appropriate instructional methods such as group facilitation, lectures, webinars, or online learning.
- Write curricula and content modules for consumer content and oversee deployment through the current content platform and other methodologies.
- Using a human centered design approach, with a grounding in industry standards collaborate with the Homeownership Advisors Network and other stakeholders to define, develop and improve training. Assess ongoing and future training and support needs.
- Serve as the organization's subject matter expert in the field of homeownership. Analyze and research industry trends to determine training needs for the Homeownership Advisor Network and consumer content.
- Utilize optimum proven and emergent training techniques to meet the needs of trainees.
- Develop and oversee continuing education offerings for the Homeownership Advisors Network. Oversee monitoring of advisors' certification and continuing education status.
- Lead the Program Advisory Council of homeownership advisors to inform the organization's approach to network support.
- Ensure pro-active communication with the Homeownership Advisors Network, including the publication of quarterly newsletter to the Homeownership Advisors Network.
- Manage the biennial conference for the Homeownership Advisors Network.

## **Education and Experience**

Bachelor's degree in adult education, instructional design, or related field with three years' experience in training development and delivery. Experience in multiple modes of training. Experience in content development for diverse audiences.

OR

Five to seven years in training development and delivery. Experience in multiple modes of training. Experience in content development for diverse audiences.

## **Additional Required Skills and Experience**

- Experience with eLearning management systems, instructional design and adult learning principles.
- Experience working with a diverse group of stakeholders in defining and developing content and training.
- Experience with training design software (for example, Adobe Captivate, Articulate 360, Canva).
- Communication skills to write content, reports, and related materials and to lead training delivery for diverse audiences.
- Strategic deployment of training, communication, and other support methods to deliver optimum customer service.
- Ability to translate technical information into accessible content for diverse audiences.
- Ability to supportively problem-solve and work under pressure responding to deadlines without sacrificing quality.
- Fortitude establishing leadership in new environments while diplomatically building trust among internal and external stakeholders.

## **Job Classification**

This is a full-time, exempt position.

Our office is located in St. Paul, Minnesota. There is potential for remote or hybrid work for this position. The manager reports to the director of programs and network support. The estimated starting salary is \$68K with benefits including paid holidays, PTO, health benefits, and 7% annual contribution to 401K.

## **To Apply**

The position will remain open until filled with a first screening of applicants on Monday, June 5th. To apply, send cover letter and resume as one PDF document to [hannah@mightyconsulting.org](mailto:hannah@mightyconsulting.org). Questions about the search can be directed to Melissa Martinez-Sones at [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org) or 651-808-3409.