



A DIVISION OF FUSION LEARNING PARTNERS



DIRECTOR OF EDUCATION

Position Description

January, 2025



Fusion Learning Partners
1400 Van Buren St. NE, Suite 200
Minneapolis, MN 55413

ABOUT US

The Public Technology Institute (PTI) was formed in 1971 to explore how emerging technology could help local government. Today, PTI is a national leader in offering programs and services to government technology leaders and professionals, including certification programs, professional development opportunities and events, consultation services, research and content, and a robust network of member jurisdictions and associations across the country.

In 2023, PTI became a division of Fusion Learning Partners, a nonprofit organization with a mission to serve the public sector with educational events, programs and services that inspire innovation for the greater good. Fusion has been serving the public sector ever since 1976 when it was created as Government Training Services, a joint powers association led by local governments to support the continuing education and professional development of local government leaders and their teams. Today, Fusion supports the public and civic sector with its two divisions – the Public Technology Institute and its Association Management, Conference & Event Services.



PTI actively supports local government technology leaders and their teams through research & content, continuing education, consulting services, professional development & networking events, membership, workforce connections and recognition programs.

WE BELIEVE LEARNING IS THE ORIGIN OF CHANGE AND TRANSFORMATION, AND WE BELIEVE LEARNING NEVER STOPS - IT'S A LIFELONG ENDEAVOR.



JOB DESCRIPTION

Title:	DIRECTOR OF EDUCATION, PUBLIC TECHNOLOGY INSTITUTE
Team/Division:	Public Technology Institute
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Full Time Equivalent & Salary Range	.5FTE (50%); \$77,854 - \$116,781
Reports To:	Chief Executive Officer
Supervises:	TBD

SUMMARY

Reporting to the CEO of Fusion Learning Partners and serving as an integral leader for the organization, the Director of Education for the Public Technology Institute (PTI) ensures the successful development and delivery of the PTI portfolio of certifications and certificate programs, as well as other key content. This role also develops and maintains relationships and partnerships that are key for PTI success. The Director of Education is a part time, exempt position (50%, salaried) that can be based in Minnesota or fully remote outside of Minnesota.

POSITION EXPECTATIONS

- Be proactive, take ownership and be accountable.
- Be adaptable, positive, innovative, and productive with a high degree of initiative.
- Be communicative, collaborative and relationship-focused in approach, by demonstrating excellent interpersonal and customer service skills.
- Have a growth mindset - think and act like an entrepreneur.
- Develop and implement ideas and programs — conduct or carry out procedures and activities to improve programs or products.
- Ask for help when needed, be open to constructive feedback and share ideas for improvement.
- Work independently as well as collaboratively within a team environment.
- Be resourceful – obtain and learn information needed to do the job from all relevant sources, demonstrating an ongoing commitment to and responsibility for ongoing professional development.
- Stay calm under pressure and successfully manage multiple projects and time-sensitive demands.
- Adhere to all Fusion policies and procedures.
- Maintain absolute confidentiality of all information pertaining to staff, clients, participants, stakeholders and partners.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to:

Course and Content Development:

- Stay current with all public sector technology trends and best practices.
- Stay current with the latest research and publications about state and local governments.
- Work closely with PTI Leadership Council, other advisory groups and staff to identify new certification or certificate programs, and/or improvements to existing programs.
- Develop and/or co-create a syllabus for each course, outlining learning objectives, creating meaningful homework assignments, and establishing grading policies.
- Review and develop necessary new and updated course content.
- Design courses using learning management systems such as Moodle and Canvas.
- Serve as primary contact with Rutgers Center for Government Services, and create/maintain relationships with other higher education institutions as appropriate.
- Schedule all classes and programs.
- Develop data analysis of past and current student performance to use to inform course development/course improvements.
- Write and publish thought leader commentaries for leading public sector publications.

Course Delivery:

- Serve as primary faculty member and course coordinator for all certification and certificate courses.
- Identify, recruit, onboard and support a qualified pool of adjunct faculty and/or guest speakers.
- Prepare and communicate expectations and agreements for adjunct faculty and/or guest speakers.
- Schedule/coordinate adjunct faculty for each certification and certificate program.
- Define guidelines for capstone projects, counsel students and provide direction to adjuncts as needed.
- Prepare and grade homework assignments.

Administration:

- Work with CEO and Director of Business Operations to review and set pricing for all education certification and certificate programs, and create annual P&L budgets for the education programs.
- Support the development and delivery of marketing and promotion plans for all education programs.
- Budget and plan for all education support activities, travel, technology, subscriptions, and staffing.
- Negotiate and manage contracts and agreements with vendors.
- Work closely with Program & Communications Coordinator to ensure efficient student communications and enrollment process.
- Work closely with other members of the PTI/Fusion team to ensure educational programming is leveraged across all PTI-related programs and services, and PTI annual goals are met.

JOB SPECIFICATIONS

Required Education and Experience

- Post-graduate degree and a minimum of 8 years of senior level leadership experience in public sector technology.
- Experience working with local government IT executives and staff.
- Experience in vendor relations – especially as it relates to public sector issues.
- Experience in program/course development, instructional design and course delivery.

Knowledge and Skills

- A solid working knowledge of educational theory, as well as decision-making and leadership skills.

- Knowledgeable about the latest online learning platforms.
- Excellent interpersonal and communication skills (both written and oral).
- Understanding the workings of federal, state, and local government functionality.
- Existing relationships in the public sector.
- Ability to represent PTI to the press and external stakeholders.
- Demonstrated problem-solving skills.
- Project management practices and processes.
- Meeting facilitation skills to prepare for and lead planning committee meetings.
- Principles of supervision, employee engagement and staff development.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to learn new software quickly.
- Excellent attention to detail and high level of accuracy.
- Highly organized, able to prioritize and manage time effectively in a fast-paced, deadline-driven environment.
- Able to work independently and with direction.
- Ability to develop and maintain positive and effective working relationships with staff, stakeholders and customers/constituents.
- Has created a positive and supportive online presence using social media tools.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

- Be indoors, sitting at a desk for the majority of the day.
- Travel to and from event sites or meetings (within and out of state); must have driver's license and access to a car.
- Must be able to lift up to 10 pounds on a regular basis; up to 30 pounds occasionally.

TOOLS AND EQUIPMENT USED

- Operate standard office equipment (phones, personal computer, copier, printer, etc.).
- Use personal smart phone for remote connectivity (email, phone, voicemail).

WORK ENVIRONMENT

- Hybrid or fully remote work arrangement from employee home office where adequate internet service, workspace and furnishings are established at employee expense.
- Attendance/participation as requested at co-working office space in the Minneapolis/St. Paul, Minnesota area.

TO APPLY

Submit a cover letter and resume via email to Mary Wynne, CEO, by February 3rd, 2025.

mwynne@fusionlp.org