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# Example of Director, Education Job Description

Our growing company is hiring for a director, education. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for director, education

* Responsible for organizing, selecting, developing and directing subordinate staff, or directing program/project staff
* Assist managers with the coaching, mentoring and overall development of their subordinates and project future staffing needs to ensure the continued viability of the work
* Work with industry consultants to develop and maintain program curriculum and content
* Oversees and assists in facilitating the delivery of financial education programs for students and professional athletes
* Cultivate and maintain relationships with universities , professional sports teams and entertainment organizations
* Coordinate program logistics with other team members
* Lead the development of the program’s long term strategy, creating ways to enhance and improve the program
* Liaise with legal, risk, compliance, marketing and PR on all aspects of the financial education program
* Coordinate the execution of programs done in coordination with sponsorships
* Assist in operations of our NFL and NBA Unsecured Draft Loan Program

## Qualifications for director, education

* Excellent communications skills including written, oral and telephone
* Project management experience, preferably using project management software
* Strong project management skills and ability to balance complex, multi-faceted initiatives with competing priorities
* Highly entrepreneurial and action-oriented personality
* Experience with the Collective Impact discipline and continuous quality improvement methodologies
* Experience using data to drive collective decision making