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# Example of Manager, Leadership Development Job Description

Our company is looking to fill the role of manager, leadership development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, leadership development

* Track success and customer satisfaction by monitoring sales, calling on customers with field salespeople, and measuring usage
* Understands the reason for customer dissatisfaction and remedies rapidly
* Ensures consistency in contracts and limits bespoke offerings that cause unnecessary complications
* Drive strategic insight on how to deliver KIPP’s key priorities to external audiences
* Create plan for all donor gatherings, project managing all events to lead program design, speaker and attendee recruitment, and onsite event execution
* Develop metrics and goals for event engagement success
* Lead Donor + Alumni Connections strategy
* Develop external relationships with KIPP donors, Board members, vendors including local and national influencers, philanthropists, elected officials and education reform champions
* Work with leaders and HR to understand the developmental needs of the Career Adviser Partnership model members and implement appropriate development plans
* Provide global program management support and execute the program components across Areas to meet the significant business growth goals

## Qualifications for manager, leadership development

* Technical knowledge and experience with psychological measures (e.g., Hogan), structured interviews and 360-degree feedback
* Strong influence and interpersonal skills, and high level of executive maturity
* Attention to detail and execution, excellent project management capability
* Independent travel to multiple school sites throughout the day that may be significant distances from one another
* Working knowledge of the composition of Home Owner Association documents, some understanding of governing statutes and board meeting procedures
* Intermediate level in Microsoft Office products (Excel, Power Point, Word)