The National Alliance to End Homelessness (Alliance) is an influential national nonprofit devoted to finding and advancing solutions to homelessness. Our team is focused on making an impact. We seek an Online Learning Manager to help grow the Center for Learning, our comprehensive learning management system, to help train frontline service providers, stakeholders, and system leaders implement best practice and effective strategies to end homelessness. The Online Learning Manager will work closely with the Center for Capacity Building, other Alliance departments, and national partners to lead the development of and coordinate content for the Center for Learning.

If you are committed to helping the nation SOLVE the problem of homelessness, consider joining the Alliance.

What we are looking for:
The Alliance is seeking an Online Learning Manager who is committed to using their experience and skills to educate, inform, and influence homeless service providers, system leadership, advocates, and stakeholders to adopt best practices and implement solutions to end homelessness. We seek candidates with a track record for distilling sophisticated research, policies, and practices into clear, high quality online courses that are asynchronous, synchronous, and hybrid. A successful Online Learning Manager will be confident, collaborative, and detail-oriented, with the ability to manage project deadlines, work through revisions, and proactively communicate challenges or limitations in advance of deadlines.

What you will do:
The Online Learning Manager will serve as the primary point person for coordinating the creation of online courses to support and advance the organization’s training and technical assistance needs. In partnership with the Director for the Center of Capacity Building, they will work to develop, coordinate, and implement an annual strategic plan for the Center for Learning, and respond to emerging issues affecting the work to end homelessness. They will lead and coordinate course content development between subject matter experts and instructional designers, ensure continued development and management of the Alliance’s learning management system (Canvas), as well be responsible for marketing the Center for Learning in collaboration with Alliance Communications staff.

Tasks will include but are not limited to:
• Lead and implement annual strategic initiatives for online course programming and identify trends in online learning.
• Work with Alliance staff to integrate online learning across programs and identify areas where online learning compliments their strategic directions.
• Develop online learning policies and best practices to streamline processes and content development.
• Assess and analyze the Center’s current online offerings to inform and align with the Alliance’s strategic planning.
• Work with subject matter experts to coordinate course content development (from planning to evaluation).
• Work with Communications to market and expand the reach of the Center for Learning and increase enrollments.
• Participate in and contribute to other Alliance projects and initiatives as assigned.

**What a successful candidate will need:**

**Education and Experience:**
• Bachelor’s degree or a minimum of 3-5 years of experience in instructional design, online, or classroom experience.
• Minimum of 3-5 years of experience in team environments, coordinating multiple projects, people, and tasks.

**Knowledge and skills:**

Required:
• Proven track record of translating complex policy, research, and practices into online courses and accompanying resources, as well as training content.
• Tech-savvy and familiar with learning management systems such as Canvas.
• Curriculum/instructional design expertise
• Strong evaluation and analytical skills.
• Superior project management and organizational skills.
• Excellent communication and interpersonal skills and ability to work with a variety of people from diverse backgrounds.

Not required, but would like to have:
• Marketing and communications experience
• Background in homelessness or human services
• Basic video editing skills
• Experience with making animation videos (Vyond, etc.,)
• Willingness to explore new platforms and tech tools related to online learning and virtual, interactive trainings

**What we can offer you:**
The Alliance is a strong, flexible team of professionals that works collaboratively to achieve its mission of preventing and ending homelessness in the nation. We offer a supportive work environment in which staff has both the responsibility and opportunity to pursue and achieve solutions to a national social problem. In addition to an environment in which every member of the staff is valued and has the opportunity to contribute, the Alliance offers the following benefits.
• Competitive salary
• Employer supported health, dental, vision, life, and disability insurance
• 403(b) retirement plan
• Paid vacation, personal, and sick leave and a generous holiday schedule

**How to Apply:**
Email resume and cover letter to jobs@naeh.org. Use “Online Learning Manager” in subject line of your email.

The Alliance is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.