The Lead Instructional Designer is responsible for leading and managing the analysis, planning, design, development, and implementation of all of The Enrollment Management (EMA) education initiatives in alignment with strategic and operational goals. The Lead Instructional Designer will lead the effort to create innovative education solutions using sound instructional design methodologies, current technologies, and effective project management to meet organizational product development goals.

EMA is looking for someone who is passionate about teaching with a proven track record of creating compelling online and in-person learning content for adults. If you’re the right person for this position you thrive in a small team environment, take pride in your workshop and course design, and have the ability to translate big picture ideas into actionable strategies. The position is located at the HQ offices in Skillman, NJ.

**Key Responsibilities:**

- Instructional design, course development, and delivery as well as stakeholder education/training
  - Facilitate new and existing asynchronous online courses
  - Write effective copy, instructional text, audio scripts, and video scripts to support course work and EMA’s thought leadership initiatives
  - Know how to connect with an audience
  - Brainstorm creative and innovative instructional design strategies
- Provide vision and leadership in the integration of instructional technologies for online, hybrid and classroom programs
- Research and apply emerging technology and concepts to educational initiatives
- Manage the development and resources utilized for the integration of all content items into programs to include graphics, illustrations, activities, case studies and simulations
- Establish and adhere to milestones contained within courseware project plans and according to established development standards
- Identify ways to foster collaborative learning environments and grow the organization’s learning presence
- Ensure effective assessment approaches and processes to validate organization credentials
- Support member schools and families in the learning and delivery of education programs
• Foster positive interdepartmental relationships while supporting their needs for education product development, delivery and knowledge.
• Lead project meetings, prioritize, resolve conflicts, and manage project plans in accordance with department budgets and timelines
• Consult with and solicit input from key stakeholders for education product refinement and development efforts
• Establish positive relationships with industry Subject Matter Experts (SME) to support industry applicability in content development
• Create products for and manage eLearning delivery platforms
• Management of resource contracts and project budgets
• Support other education initiatives as requested by the Director of Professional Development

**Qualifications:**
• Bachelor’s degree, Master’s preferred in Instructional Design, Educational Technology or Education related field
• 3-5 years of experience in instructional design and/or curriculum development, for both online and print-based curriculums
• Independent school teaching experience is preferred
• Demonstrates a genuine interest in supporting learners and instructors with a wide range of skills and abilities
• Demonstrates a strong interest in growth and knowledge in the realm of adult learning theory and education technologies
• Knowledge of the creation, use, and deployment of digital media
• Ability to solve problems with minimal supervision and balance multiple projects while working constructively in a team environment
• Effective team facilitation
• Superior interpersonal, writing and communication skills enabling interfaces with all levels of organization and client stakeholders
• Proficiency with course authoring software, learning management systems, content management systems, and graphic editing software
• Proficiency in Microsoft Office applications
• Proficiency in Google applications
• Previous education delivery experience preferred
• Travel Requirement: 50%

**TO APPLY:** Candidates who share our passion for excellence are encouraged to send their resume and a cover letter (including salary requirements) to careers@enrollment.org. Please reference LID2020 in the subject line. No phone calls, please.