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## **JOB DESCRIPTION**

### **Director of Learning & Community Engagement (DLCE)**

*Revised: September 2025*

The Director of Learning & Community Engagement (DLCE) advances Collaborative Solutions' learning and community engagement strategy to advance systems change to improve housing and health outcomes among populations with special needs. The Director advances the strategy by leading CS' organizational and leadership learning, marketing and communications, and community engagement.

**Areas of responsibility include:** The Development and implementation of the agency's learning and community engagement strategy to advance the agency's mission and theory of change. The strategy advances the following areas:

**Organizational Learning** – Implementation of the agency's learning modalities and services which are inclusive of conferences, trainings, products, tools, certifications, and curriculum. Learning is promoted and tracked through CS' Learning & Member Management System. The DOL ensures all CE requirements.

**Communications & Marketing** – Implementation of communications and marketing objectives to advance CS' brand, social media presence, policy and advocacy, community engagement, and internal communications.

**Team Training & Professional Development** – Implementation of the agency's professional development objectives among team members and consultants to advance onboarding, on-going professional development, and subject matter experience.

**Community Engagement** – Implementation of client engagement to enhance the engagement experience through a progressive engagement approach.

Reports to	Chief Executive Officer (CEO)
Collaboration	The DLCE serves as part of the Directors' Team which implements the agency's overall strategy, Theory of Change, values, and mission.
Supervision	The DLCE is a supervisory position and includes the supervision of CS team members, consultants, and vendors.
Position Type	Full-Time, Salaried Position with Benefits as specified in Personnel Policies and Procedures Manual

Position Classification	Director
Salary Range	Negotiable Based on Experience
Education Requirements	<ul style="list-style-type: none"> <li>• A master's degree in adult education, social work, marketing, communications, nonprofit management, or another related field is required.</li> <li>• Certification, credential, or experience in adult learning or equivalent preferred; event management; or educational design, preferred.</li> </ul>
Requirements	<p><b>CS Directors serve as the management team of the organization to fulfill the strategic, missional objectives of the organization. Directors will have experience in:</b></p> <ul style="list-style-type: none"> <li>• Strategic leadership, including informed decision-making and collaborative problem solving;</li> <li>• Nonprofit program management or equivalent;</li> <li>• Project management (8-10 years);</li> <li>• Supervision (8-10+ years);</li> <li>• Subject Matter Expertise (8-10+ years) in the area which they are leading;</li> <li>• Oversight and implementation of federal and local grants and contracts;</li> <li>• Planning, management, oversight, and budgeting;</li> <li>• Business development including grant writing, relationship development, earned income models, and marketing;</li> <li>• Team collaboration and leadership.</li> </ul> <p><b>Directors will be:</b></p> <ul style="list-style-type: none"> <li>• Self-starters, with strong follow through on projects, able to provide and take direction;</li> <li>• Able to multitask and prioritize multiple deliverables at any given time;</li> <li>• Skilled technical writers including grant &amp; contract writing experience;</li> <li>• Able to read, speak, and comprehend English</li> <li>• Proficient in Microsoft Office programs: Outlook, Word, Excel, Planner, &amp; other programs such as Zoom and graphic design.</li> <li>• Able to move and transport materials or equipment weighing up to 25 pounds for trainings or events</li> <li>• Able to travel anywhere in U.S., as this position requires travel;</li> <li>• Able to comply with CS Personnel Policies</li> </ul> <p><b>The DLCE, in addition to general director's experience and skills, will have experience in:</b></p> <ul style="list-style-type: none"> <li>• Implementation of adult learning principles through all aspects of CS' learning and engagement programs;</li> </ul>

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	<ul style="list-style-type: none"><li>• Proven experience in marketing and communications in revenue-generating settings.</li><li>• Proven experience with event planning including on-site and on-line trainings, webinars, and conferences</li><li>• Proven experience in community engagement in membership setting or other organizing roles</li></ul>
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The individual who fills this position must comply with the CS Personnel Policies and Procedures approved by the Board of Directors. Neither this job description nor the CS Personnel Policies and Procedures will constitute a contract for employment.

Collaborative Solutions, Inc. is an equal opportunity employer and a drug free workplace. All applications are to be submitted to the Director of Administration & Operations, Collaborative Solutions, P.O. Box 130139, Birmingham, AL 35213.  
Email: [Careers@collaborative-solutions.net](mailto:Careers@collaborative-solutions.net).