

Vice President, Career Development (AHLAF)

Position Summary:

Responsible for driving the careers of current and future employees in the hotel industry by overseeing and growing our career development programs, including trainings and certifications. In this role you will develop and direct strategy and management of our nationally registered apprenticeship programs and growing our capabilities. More importantly, you will expand the program and identify new initiatives and opportunities to further advance the careers of current and future employees and develop new products/programs for AHLA(F) member companies.

Responsibilities:

- Work closely with leadership to establish objectives for the career development and academic teams.
- Works with internal constituencies to develop and implement annual plans and budgets to meet short- and long-term financial and non-financial education goals and targets.
- Responsible for the image of the association's educational activities and services. This responsibility includes project management of education programs and presentations (in-person, online, and on-demand), alternative methods of delivering education and national/regional conferences, learning management system (LMS), application and approval of CPE; speaker and instructor contracts; career paths; and credentialing concepts.
- Direct hotel and lodging industry strategy on the creation and strategic management of nationally registered apprenticeship programs.
- Serve as the liaison between the AHLA Foundation, AHLA, National Restaurant Association Educational Foundation, and the U.S. Department of Labor on a multi-year apprenticeship contract.
- Oversee the DOL budget and deliverables including certification and scholarship allocation for apprentices and metrics.
- Serve as a Subject Matter Expert (SME) for current and future government grant contracts and work with the fundraising team to seek new grant funding to support current and future programs.
- Lead education and credentialing program development and execution in alignment with AHLAF's strategic goals and objectives; capitalizing on opportunities and meeting/exceeding quality and member experience expectations to expand AHLAF's current portfolio and support AHLAF's leadership position in the lodging industry.
- Work with AHLAF staff to build detailed business plans to ensure viability of current educational offerings and new product initiatives, including evaluation of the development of our certificate/credentialing program.
- Lead efforts to engage with community, non-profit, government and 3rd party organizations where strategies to upskill American workers in the hotel and lodging industry align and forging partnerships as appropriate.
- Identify new opportunities to build programs from the ground up to expand career development offerings for AHLA members.
- Support the development of new programs and efforts tied to our 5-year DEI action plan.

- Annually develop, monitor and measure key metrics and targets and ensure career development programs meet DEI goals.
- Analyze effectiveness of programs and make relevant adjustments.
- Represent AHLAF in conferences, board meetings, and public facing presentations to major stakeholders as it relates to career development programming.
- Serve as a key member of the Foundation leadership team and manage 1-2 direct reports.
- Oversee the Career Development Committee and Support the Human Resources committee and other membership or donor groups as appropriate.
- Align AHLAF efforts with the association (AHLA) to ensure we share our story of impact with all stakeholders related to the hotel industry.

Education and Experience:

- Bachelor's degree required;
- Minimum of eight (8) years of experience in education, non-profits and career development/workforce experience a must with either government or non-profit sector or both.
- Demonstrated career progression in the field of training and development, credentialing/certification programs.
- Experience successfully developing and maintaining programs from the ground up, monitoring and measuring success.
- Collaborative working style with strong project management skills who strives to build consensus and buy-in for new and evolving programs with multiple stakeholders.
- Budget management experience needed.
- Management of external consultants and direct reports.

Skills and Attributes:

- Excellent oral and written communication skills; with an ability to clearly articulate and connect with reporters and other stakeholders to better tell our story. Must enjoy writing.
- Team player with a high level of professionalism, self-motivation, ability to learn quickly and positive attitude.
- Detail-oriented individual with exceptional organizational and time management skills with the ability to multi-task and prioritize work assignments.
- Demonstrated ability to effectively and comfortably interact, deliver sound counsel, and gain the trust of senior executives.
- Ability to effectively and efficiently devise and implement strategy.
- Effective management and leadership skills and cross-collaborate effectively with other departments and Foundation staff.
- Enjoy working in a fun, fast-paced, entrepreneurial environment and an ability to work both independently and collaboratively across the organization.

Other:

- Position based in Washington, D.C.
- Domestic travel required.

AHLA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE