



Job Title: Education Manager

Reports To: Chief Program Officer

DECA, a non-profit educational organization headquartered in Reston, Virginia, that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges across the globe, is seeking an **Education Manager**.

The Programs Team is responsible for providing leadership and direction in the areas of program development, member services, conferences and professional learning for both the high school and collegiate divisions. The Programs Team also works with educational partners and represents DECA at education-related events.

In collaboration with DECA's Chief Program Officer, the Education Manager is a chapter-centric leader who is responsible for the development, implementation and evaluation of all educational programs for both high school and college divisions. The ideal candidate is energetic and excited to join a collaborative team, both within the department and across the organization. A successful applicant will be self-motivated, ready to prioritize multiple responsibilities and meet deadlines with minimal oversight.

Job Responsibilities of the Education Manager:

Student Programs

- Manage DECA's Comprehensive Learning Program and ensure that all student programs are aligned to national curriculum standards.
- Manage DECA's Competitive Events Program, including annual revisions of the competitive events guidelines, development and distribution processes of exams and scenarios, implementation at ICDCs, and evaluation/transcript programs.
- Develop educational framework for DECA's educational conferences and recruit necessary presenters/facilitators.
- Collaborate with educational organizations and partners to leverage opportunities for DECA members and advisors.
- Develop written and online support materials for students and advisors to aid in preparing for DECA's competitive events and other student programs. Examples include: Classroom Connection lesson plans, challenge concepts and guidelines, digital content for Shop DECA resources and more.
- Monitor trends in Career and Technical Education and student programs.
- Perform other related work as assigned.

Advisor Professional Learning

- Develop, design and implement advisor professional learning framework, including training plans, lesson plans, and resources in the areas of competitive events, classroom instruction, student learning and more.
- Develop educational framework for DECA's advisor professional development trainings and recruit necessary presenters/facilitators.
- Continuously review and provide updates to DECA's professional learning resources to ensure relevance and accuracy.
- Represent, promote and speak about DECA education programs at significant meetings, events, and conferences.

Chapter Support

- Manage a program to recruit, onboard and retain new chapters, while delivering supporting content for new chapter advisors.
- Develop chapter strategy resources to assist chapters and advisors.
- Manage DECA's chapter/member engagement and recognition programs.
- Serve as the primary staff contact for the Collegiate DECA division.

Required Qualifications of the Education Manager:

- Bachelor's degree in education, career and technical education, business or marketing, or related field.
- Relevant experience and knowledge of business and marketing education or Career and Technical Education as well as project management.
- Proficient in Microsoft Office products (especially Word, PowerPoint and Excel).
- Excellent organizational and interpersonal skills.
- Ability to lead simultaneous projects with accuracy and punctuality.
- Ability to interact cooperatively and productively with employees at all levels across an organization and with the public.

Supervisory Requirements:

This position has supervisory requirements of at least one FTE.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 4:30 p.m. Periodic travel to conferences and meetings is required.

Classification:

Exempt.

EEO Statement:

DECA, Inc. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.