

**JOB POSTING**

Title: Instructional & Curriculum Design Specialist

Department: Education

Reports to: Education Entrepreneur-in-Residence, Real World Learning

Date: June 2019

**BACKGROUND**

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The Ewing Marion Kauffman Foundation was established in the mid-1960s by the late entrepreneur and philanthropist Ewing Marion Kauffman. Based in Kansas City, Missouri, the Kauffman Foundation is among the largest foundations in the United States with an asset base of approximately \$2 billion.

The Foundation's vision is to foster "a society of economically independent individuals who are engaged citizens, contributing to the improvement of their communities." In service of this vision, we focus our grant making and operations on two areas – education and entrepreneurship – which our founder, Ewing Kauffman, saw as two ends of a continuum. A quality education is the foundation for self-sufficiency, preparing young people for success in college and in life. Many young adults will work in businesses started by entrepreneurs. Some will become entrepreneurs themselves, providing jobs and wealth for society.

*Our mission:*

To help individuals attain economic independence by advancing educational achievement and entrepreneurial success, consistent with the aspirations of our founder, Ewing Marion Kauffman.

**RESPONSIBILITIES**

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The Instructional & Curriculum Design Specialist (I&CDS) is a major asset in our work to re-imagine and design how we deliver workforce education. Working closely with subject matter experts (SMEs) from our business and industry partners, this position leads the development of program maps and curriculum to reflect what industry needs in order to align with the most in-demand jobs in the Kansas City region. In addition, the I&CDS directly engages with instructors to provide and align curriculum with strong learning outcomes, while providing coaching in pedagogy and technology needs in the classroom and labs.

*Specific responsibilities include:*

- Assemble and collaborate with a team of subject matter experts, faculty, and staff to design and implement 3-4 pilot program maps and curriculum, with additional scaling of programmatic development subsequently following the pilot. Curriculum should focus on clear student outcomes with industry-aligned competencies.
- Assist instructors with preparing course outlines, syllabi, lesson plans, technology needs, resource guides, visual materials, and assist in textbook or course pack selection.

- Working with the Chief Academic Officer (CAO) and other EMKF staff, design contextualized curriculum and framework materials, including assessment for the embedded “entrepreneurial mindset skills acquisition” as part of the overall technical program curriculum development.
- Working with the CAO, develop a project plan for assigned programs, and prioritizing, designing, and implementing new program development.
- Using effective coaching methods and tools, recommend, plan, and implement effective instructional development activities for instructors.
- Provide support by conducting research and consulting with subject matter experts, instructors, and staff in the redesign of existing curriculum, including timelines for review and analysis, and overall program effectiveness.
- Develop curriculum mappings, student learning outcomes alignment documents, and recommend actions that improve student learning.
- Working with instructors, create and modify student assessments, gather results, and work with instructors to use these results to improve teaching and learning.

## **EDUCATION & EXPERIENCE**

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Education: Master’s degree in a workforce development or education related field, significant track record of successful education endeavors, preferred. Other degrees or credentials combined with relevant experience may be considered.

Work Experience: A professional track record of 10+ years in the field of education involving hands-on work in developing and executing strategic and project curriculum or program plans is required.

Travel: May require occasional business travel regionally or nationally.

## **QUALIFICATIONS**

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Qualified candidates for this position must be highly motivated, capable of self-directed work, detail-oriented and able to work collaboratively across teams and departments. Incumbents must exhibit a keen sense of responsibility and enjoy working with multiple demands, shifting priorities, and constant change.

A successful candidate profile:

- Self-starter who has the persistence and technical competence to get the job done.
- Knowledge of and a strong commitment to student learning.
- Working knowledge of curriculum and procedures for instructional improvement.
- Ability to plan, implement, supervise and evaluate instructional activities.
- A network of experts and practitioners who could be tapped to advance the Foundation’s Education work.
- Excellent writing and speaking skills. Outstanding organizational skills with the ability to effectively manage in a fast-paced environment.
- A high level of ethics with a strong sense of integrity and committed to the values of the Foundation and maintenance of confidentiality.
- Confident in his/her abilities but approaches work with humility.
- Solid interpersonal and leadership skills with the ability to establish and develop credibility quickly at all levels of the organization.

- Demonstrated skills at building relationships and leveraging existing relationships to improve outcomes of College initiatives.
- Ability to maintain a calm and competent demeanor in uncomfortable or difficult situations.

All of the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

## **COMPENSATION**

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A competitive compensation package, including base salary and an outstanding benefits package will correspond to the experience level, credentials, and skills of the candidate.

## **NON-DISCRIMINATION**

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The Kauffman Foundation firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state, or local law.

## **TO APPLY**

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Interested applicants can apply for this position by submitting a cover letter and resume to [resume@kauffman.org](mailto:resume@kauffman.org).

*Resumes and cover letters should be submitted in this fashion, please. (last name, first name, resume OR last name, first name, cover letter).*