Position Title: Manager of Organizational Effectiveness and Consulting Services

Status: Exempt, salaried, 37.5 hours per week

Annual Salary Range: $65,000 - $75,000

Iliff Innovation Lab at the Iliff School of Theology
The Iliff Innovation Lab is part of the Iliff School of Theology, a graduate school that has prioritized research, critical thought, and social justice for over 130 years. The Innovation Lab works to cultivate new learners and opportunities for growth outside of traditional degree-seeking academic spaces. We take a user-centered design process to draw on the resources and expertise developed at Iliff to make innovative experiences for new audiences. Organizational effectiveness, including Diversity, Equity, Justice, and Belonging, is one of several services developed within Iliff that we offer directly to organizations and companies.

Description:
This position will work closely with the Product Development and User Experience Manager, and reports to the VP of Innovation, Learning, and Institutional Research. This is a hybrid position requiring Tuesdays with one additional day per week on campus. All employees are expected to work the full week on campus during “Gathering Days,” that is, one week each term when all students come to campus for in-person coursework.

Position Duties:
- Develop and offer, in the forms of consulting, coaching, and workshops, services that increase a culture of belonging, engagement, and equity in different types of organizations.
- Develop new clients and maintain existing client relationships
- Train and manage a team of facilitators

Required Skills and Competencies:
- Ability to understand and support the general educational philosophy of Iliff and the goals of the Innovation Lab learner-centered services and products.
- Strong interpersonal skills and positive tone
- Ability to maintain confidentiality
- Demonstrate deep knowledge of and practical experience implementing organizational effectiveness consulting and workshop facilitation with various organizations and businesses, including intercultural equity, which includes diversity, equity, justice, and belonging.
- Demonstrate subject matter expertise (SME) in this field evidenced by practical experience as well as a commitment to growing and remaining conversant with new research and best practices.
- Facilitation or teaching in diverse professional settings
- Developing and implementing long term consulting solutions for strategic change
- Organizational development workshops and consulting
- Creating topic specific workshops, both online and in person, using learner-centered best practices

Ideal Demonstrated Records of Skills and Competencies:
- Developing leads and building relationships with new potential clients, and processing contracts
- Nurturing relationships with existing clients
- Project management of complex processes (ideally using a shared team task management system such as ClickUp, Trello, etc.)
- Program assessment (for efficacy, iteration, etc.)
- Using SalesForce or other CRM software

Minimum Qualifications: Masters degree from an accredited graduate school or equivalent

Physical Demands:
- Must be able to remain in a stationary position for extended periods of time
- Extended periods of communicating
- Light physical activity performing non-strenuous daily activities of an administrative nature
- Ability to move up to 5lbs.

Work Environment: Well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.

Benefits: Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, and a tax-deferred annuity plan.

To Apply: Interested candidates should submit a cover letter and resume to humanresources@iliff.edu. The position will remain open until filled.
limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at www.iliff.edu.

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