

Job Description: Vice President of Product Development

The Vice President of Product Development oversees the operational duties of our Product Development team for The Center for Leadership Studies and manages the resources necessary to fulfill this function. This position ensures that all projects moving through the operation are priced in accordance with the CFO's parameters and are resourced appropriately for successful completion. This position is responsible for partnering with senior leadership to align the Product Development team's activities with strategic business goals across the organization and staffing these teams to meet business demands, including the sourcing of contractors for various work functions to be used on a project-by-project basis when necessary. The Vice President of Product Development is ultimately accountable for the completion of all client-facing and CLS product development project work and the analysis of profitability of each. This position works with other cross-functional teams to analyze and modify processes for efficiency as necessary.

As a member of the Strategy Team, the Vice President of Product Development holds a decision-making role, assisting in setting the strategy of the organization and providing input to that strategy from the perspective of Product Development. This position aligns processes, projects and people within their team to realize organizational strategy. Additionally, this position reports directly to the CEO.

Key Responsibilities:

The Vice President of Product Development:

- Serves as the cross-functional liaison between the Product Development team and other teams (Sales, Fulfillment, IT/Development, Marketing, Accounting and Legal) to ensure Product Development priorities, capacity and strategic business goals are aligned
- Partners with the Commercial team leadership to ensure alignment between the teams to meet customer needs and business objectives
- Represents the Product Development team and is expected to provide input regarding new business opportunities
- Ensures optimal shared resource allocation across all projects
- Communicates organizational strategy to the Product Development team and sets individual goals and project work to achieve it
- Serves as manager to all Product Development team members
- Guides professional development opportunities and IDPs for team members
- Participates as a member of the Strategy team to ensure the Product Development team has representation and input into strategic business objectives
- Collaborates with the VP of Sales to vet RFP opportunities and oversees proposal development
- In conjunction with other teams, provides input to set product development goals for CLS
- Establishes and reinforces cross-functional communication and processes to optimize efficiency
- Institutes business process improvements through analysis of current systems to provide optimal efficiency and speed while ensuring high-quality standards
- Analyzes completed projects for profitability on a per project basis
- Provides final approval on all resource group time-off requests
- Ensures compliance with company policies, procedures and processes and holds Product Development team members accountable for corporate values



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- Conducts performance appraisals for Product Development team members as required and requested by the CEO and provides input to CEO regarding performance management areas of focus
 - Provides input to the CEO on the staffing requirements of the ISD, Graphics, and QA contractor pools to meet fluctuating resource needs and/or suggests permanent hires
 - Accountable for meeting agreed-upon annual team goals

Requirements:

- Located within the Raleigh-Durham area (or willing to relocate given a relocation package)
- Bachelor's degree required
- Five or more years of experience successfully serving as a Product Development Manager, Director or Vice President
- Training industry experience or similar field required
- Outstanding mentoring, coaching and people management skills
- Exceptional leadership and communication skills, both verbal and written, demonstrated by the ability to present and influence credibly and effectively at all levels of an organization
- Excellent interpersonal skills, demonstrated by the ability to build and maintain relationships
- The ability to work under pressure and willingness to accept responsibility for the team's performance
- The ability to create and maintain an inclusive and collaborative work environment
- Strong analytical, organizational and problem-solving skills
- Familiarity with Project Management tool (JIRA and Confluence preferred)
- Five to seven years minimum experience in Project Management (PMP certification preferred)
- Strong understanding or background in IT, learning technologies or multimodal delivery
- Experience with global client base, taking translations, delivery options and cultural nuances into consideration
- General understanding of adult-learning theory, instructional design, e-learning, mobile learning, learning management systems and internet portals in order to scope projects and understand project management needs for related projects
- Familiarity with the Situational Leadership® Model (preferred)

A successful candidate will be:

- Hardworking, persistent, dependable and responsive
- Have good judgement, show maturity and be positive and enthusiastic about the job
- Be an excellent team member as well as team leader
- Maintain a reputation for professional credibility and personal integrity

We offer a competitive and attractive compensation package, including:

- Career opportunities
- Performance culture
- Comprehensive medical/benefit coverage

Company Overview:

For more than 45 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 14 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available.

Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years of experience designing and developing award-winning custom training solutions.

CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 35 countries. Our global affiliates and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.

Our Values:

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skill sets. Put a different way, we feel it's important for you to know who we are and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

Be Responsive: Service is Inside and Out

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver.

Embrace Teamwork: Invest in Others

Strive to continually develop and nurture your base of personal power.

Own Your Actions: Take Personal Responsibility

Follow through on your commitments with relentless attention to detail, completion and results.

Maintain Your Integrity: Do the Right Thing

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility.

Have Fun: Take a Minute to Smile

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms.