Job Title	Mental Health First Aid Training Director
Reports To	Senior Director of Training

Job Purpose

The Mental Health First Aid Training Director leads and manages all aspects of the Maryland Mental Health First Aid (MHFA) and Question, Persuade & Respond (QPR) training programs.

Duties and Responsibilities

- Leads MHFA and QPR training program strategy, operations and delivery, ensuring quality, efficiency, and alignment with program goals and standards
- Supervises MHFA staff to support them in the completion of duties associated with program goals, standards and effective performance across the team
- Manages and supports the statewide network of contractual National Trainers and Instructors, ensuring the availability of technical assistance and professional development opportunities to maintain program fidelity and quality, and foster accountability and collaboration
- Leads planning and implementation of the Annual Instructor Summit
- Conducts training, outreach and other presentations as needed
- Serves as the lead contact for MHFA Maryland and MHAMD's liaison with the National Council for Well-Being regarding MHFA-related activities and partnerships
- Implement strategies to expand and strengthen MHFA and QPR training through community engagement, outreach and marketing, partnership development, and timely response to MHFA and QPR information requests
- Oversees data components of MHFA and QPR, ensuring accurate and timely data entry, reporting and analysis within Salesforce/Blackthorn and the National MHFA Connect Learning Management System
- Develops and manages program budget and finances, ensuring fiscal accountability
- Responsible for the management of MHFA and QPR grants, maintaining relationships with key partners and funders, and ensuring successful completion of all grant reporting
- Performs other duties as assigned

Qualifications

- 5 years of experience managing successful training/education programming
- Excellence conducting training sessions and marketing/education/outreach presentations for groups of various sizes, in-person and virtually.
- Prior experience evaluating, modifying and creating content for training and education programming and marketing presentations
- Proficiency with Salesforce or other CRM software, Microsoft Office Suite/SharePoint, learning management systems (LMS) and project management platforms preferred
- Collaborative team player who fosters cooperation, inclusion and shared success across teams and stakeholders.
- Superior oral and written communication skills; multilingual ability is an asset
- Skilled in problem-solving, innovation, and continuous improvement with a proactive, solutions-oriented mindset
- Consistently demonstrates professionalism, integrity and reliability in all responsibilities and relationships

- Ability to maintain confidentiality and exercise sound judgment and discretion in all professional interactions
- Completion of a background check prior to employment

Position Classification

Full time (40 hours/week), hybrid, exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, health savings account, and mileage reimbursement.

General Conditions

- Capability to sit or stand for extended periods as necessary to carry out job responsibilities effectively. Proficiency in lifting objects weighing up to 25 pounds when required to fulfill job duties.
- Availability of a designated home office space equipped for conducting confidential business, with secure access to high-speed internet for remote/hybrid employment.

Travel Requirement

- Have available/access reliable transportation, along with valid driver's license and active automobile insurance coverage.
- Ability to travel throughout the State of Maryland and attend out-of-state conferences as required.

Location

State of Maryland

Salary

Salary: $80,000- 112,000 annually, commensurate with experience.

How to Apply

Send a cover letter noting your interest and resume to jobs@mhamd.org.

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