

Manager, Learning and Development

Helping you live your best life!

Altra is a federally insured financial institution providing a full range of financial services, from personal and business to lending and investments. Chartered in 1931, Altra is a not-for-profit, member-owned financial cooperative serving members in all 50 states and around the globe. We are also deeply committed to giving back to the communities we serve.

We offer exciting growth and career opportunities to those who strive to learn and are excited to take on new challenges. Job stability and a forward-thinking, innovative culture to work in are just a few of our advantages. For all of us who work here, it's the chance to share important moments and make a real difference in our members' lives.

Summary:

Altra's is seeking a **Manager, Learning and Development** to be responsible for designing, administering, planning, organizing and implementing learning and development curriculum that supports the strategic initiatives of the credit union while ensuring the ongoing skill and competency development of Altra employees. The Manager will also assess the needs of the credit union and identify solutions for performance gaps or potential gaps in technical, procedural, compliance and sales/service areas.

The Manager, Learning and Development will oversee learning and development initiatives within the organization.

- Monitor the performance of internal Learning and Development staff and their development through observation and coaching
- Coordinate Needs Assessment to identify skill gaps and needs to be addressed
- Work in partnership with all managers and Learning and Development staff to assess overall organizational development and training needs
- Investigate, research and administer learning and development programs to determine the most effective manner to deliver learning initiatives
- Coordinate, design and implement learning and development opportunities for all employees
- Monitor and evaluate effectiveness of e-learning systems
- Oversee communication changes in manuals and monitor usage with input from department managers and Learning and Development staff
- Oversee all onboarding efforts for new employees and presents when appropriate and work with Learning and Development staff and other presenters on content
- Oversee the design, development, coordination/scheduling, delivery and evaluation of learning and related enhancements for staff
- Perform training classes as needed

The Manager, Learning and Development will also be responsible for implementing and overseeing Altra's Leadership programs as well as the "Get Altrafied" program and attend all compliance meetings as it relates to staff training.

Qualifications:

High school diploma or GED required. Bachelor's degree in Management, Finance, Accounting, Business or related field is preferred; Trainer's certificate is preferred. Three (3) to five (5) years of management or training experience is required. Strong training, sales or financial services background would be helpful.

Must have working knowledge of computers including: IBM or compatible operating systems, training equipment (DVD, video projector, video conferencing, Smartboard, etc.), intermediate Microsoft applications (Word, Excel, PowerPoint, Outlook) and an advanced user in financial institution preferred. Ability to work creatively, collaboratively and independently. Good time management and organizational skills, ability to multitask and troubleshoot. Excellent writing and oral communication skills.

Pay: \$54,178+, based on experience

Benefits: Full benefits package includes medical, vision, dental, life, and long term disability insurance; matched 401k, employee and spouse wellness program, paid time off, volunteer time off, employee only discounts, and more.