



Job Title: Professional Development & Learning Manager
Department: Human Resources
Reports to: Director of Human Resources
Location: Louisville
Level: Full-time; Exempt

Summary of Responsibilities:

The Professional Development & Learning Manager will work closely with Firm Leadership and Human Resources to ensure the Firm is 1) maximizing the effectiveness of professional development within the Firm and 2) offering appropriate compliance, regulatory and development training for all levels of the Firm. The ideal candidate will be a self-starter with strong leadership skills, a positive attitude and ability to coach and develop others. He or she will also have experience in the development of personal business development programs with supporting training objectives, curriculum and personal assessments.

Essential functions:

Professional Development:

- Oversee Firm coaching program including the PGP process for Firm.
- Assign and monitor sponsor pairings for all members of the Firm in coordination with applicable Department Leaders.
- Manage the periodic performance evaluation process throughout the year.
- Provide monthly updates on Development activities to Director of HR.
- Manage the professional certification (i.e. CPA) policy for all employees seeking to pass respective exam in coordination with exam coordinators, as applicable.
- Manage the Annual Roundtable process in conjunction with the Director of HR.
- Work with HR Consulting team to develop performance models for positions within the Firm.
- Manage Career Path Models to ensure team members are maximizing opportunities and options available to them as they grow with the Firm.
- Work with Department Leaders to modify performance and growth initiatives to ensure we are giving team the tools for success.
- Working with team to ensure professional growth while participating in Firm trainings and other related opportunities.

Learning and Training Management:

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- Formalize and drive learning expectation within Firm culture and teams in collaboration with Department Leaders.
- Develop and document required firm learning standards, policies and procedures. Develop and continually update learning plans for each level within the Firm. Update competencies as roles evolve in collaboration with the HR Committee.
- Develop, coordinate and oversee execution of essential business skills training for all team members across the Firm. Work with Department Leaders and/or Industry Leaders, or their designee, related to development and execution of Firm’s technical based training initiatives.
- Coordination of the development of MCM University highlighting the annual education offerings for all team members within the Firm.
- Update performance indicators to ensure they are in-line with current development needs of team and clearly indicates skillsets needed for growth.
- Coordinate new hire training for firm process and procedure knowledge, such as Microsoft Office suite, Time Entry, and Compliance, in coordination with New Employee Orientation Team.
- Provide monthly updates on Education activities to Director of HR.
- Provide support for internal operational trainers; this includes conducting “Train the Trainer” sessions, overseeing departmental training plans, and providing logistical support.
- Develop and monitor a budget for the firm’s learning activities.
- Administer annual survey of MCM team members to ensure course offerings are meeting the needs of our team.

Expectations:

- Take ownership of identified processes and responsibilities.
- Respect and earn the respect of fellow team members.
- Keep open communications with managers and partners.
- Perform work with confidence and pride, follow through to completion.
- Dependable, confidential, and goal oriented.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.



Education, Experience and Skills:

- Strong verbal and written communication skills a must
- Strong public speaking skills and or group facilitation skills.
- Strong planning and organization skills.
- Team member must be technologically savvy and willing to embrace new technology.
- Self-starter with little supervision needed.
- College degree focused in Accounting and/or Education preferred.
- Strong organizational and multi-tasking skills.
- Excellent written and verbal communication skills
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Position requires demonstrated poise, tact and diplomacy, and excellent presentation skills.
- Intermediate to advanced skill level with MS Office (Word, Excel and PowerPoint).
- Comfortable interacting with professionals at all levels, both internally and externally.
- Must be able to function with multiple “bosses” set priorities and meet deadlines.
- Able to work independently.

Working Conditions:

- Minimal hazards. General office working conditions.
- Occasional heavy lifting.
- Some travel required.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

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