



MDRT

POSITION PROFILE

Professional Development Director

About MDRT

Founded in 1927, the Million Dollar Round Table (MDRT), The Premier Association of Financial Professionals®, is a global, independent association of more than 49,500 of the world's leading life insurance and financial services professionals from more than 500 companies in 70 countries. MDRT members demonstrate exceptional professional knowledge, strict ethical conduct and outstanding client service. MDRT membership is recognized internationally as the standard of excellence in the life insurance and financial services business. The organization has a staff of 90 and a budget of \$46 million.

Scope of Position

The Professional Development Director reports directly to the CEO and has overall responsibility for the programming and education development, design and implementation related to the MDRT Annual Meeting, Top of the Table Annual Meeting, MDRT Experience and Global Conference, Regional Meetings, the MDRT Academy, and MDRT designation. Staff Liaison to the Annual Meeting Divisional Vice President, the Top of the Table Program Committee, and MDRT Experience Divisional Vice President.

Essential Responsibilities

- Management of all phases of educational program development including research and analyses of programming formats, needs assessments, content development, speaker contracts and budget management and supervision of all on-site speakers and AV related logistics.
- Responsible for the delivery of MDRT educational programs and services.
- Development of a wide range of educational programs utilizing various mediums: on-site meetings, committee meetings, virtual experiences.
- Serve as liaison to the MDRT and TOT AM and Experience PDC Committees assisting and participating in meetings and implementing approved programs formulated by these committees.
- Oversee all communications and reports regarding the Annual Meeting programming.
- Works closely with the Meeting Services Department insuring that everyone is aware of special requirements from the programming aspect, including exceptions annotated on speaker releases.

- Adherence to deadlines is crucial to meet the annual calendar production schedule of Annual meetings and other meeting forums conducted through MDRT.
- Selection and Management of the Production company for MDRT and Top of the Table Annual meeting and for the Experience Global Conference.

Qualifications

GENERAL

- At least 15 years of experience.
- A minimum of a Bachelor's degree; a master's degree in adult education/professional development, human resources development, educational theory or other comparable background preferred.
- A CAE certification is strongly preferred.

LEARNING PROGRAM DEVELOPMENT

- A solid understanding of adult learning program theory, design, development and delivery.
- Proven approaches in creating exceptional learning experiences.
- Experience taking initiative and demonstrating drive and interest in learning, growing and pushing the boundaries to develop quality learning programs and in disseminating both traditional and online programs for a diverse membership.
- Ability to identify top-notch and diverse speakers for major meetings.
- Experience in establishing vendor and service provider relationships.

PLANNING, MARKETING & FINANCES

- Experience developing and managing complex, multi-million-dollar budgets.
- Excellent verbal and written communication skills.
- Marketing and communication skills.

- Innovative and pragmatic thinker.
- Focused – an ability to manage multiple programs at one time.
- Highly detailed, organized, efficient and deadline driven.

VOLUNTEER INTERACTION

- Excellent member relations skills and an ability to manage volunteer groups.
- Strong relationship building and interpersonal skills.

STAFF MANAGEMENT

- Collaborative, flexible and committed team player.
- Track record demonstrating staff management skills.
- Experience as an effective coach/mentor to staff.

About MDRT – Whole Person Philosophy

At the 1962 Annual Meeting, the late Mortimer J. Adler encouraged members to nurture the different areas of their life. He explained that the professional part of our life allows us to live, but the other dimensions allow us to live well. This became the basis for MDRT's Whole Person philosophy. Whole Persons are engaged in a lifetime quest to achieve balance in all aspects of their lives – family, health, education, career, service, financial, and spiritual – and continually seek to develop their full human potential. The Whole Person philosophy is an important part of MDRT's culture and a unique element of its meetings programming.

Educational & Professional Development at MDRT

With its rich history of service and excellence, MDRT is recognized as the premier association of financial professionals. Its members demonstrate the founding principles of exceptional professional knowledge, strict ethical conduct, and outstanding client service. MDRT membership is recognized internationally as the standard of excellence in the life insurance and financial services business.

MDRT actively supports its members' ability to own their career development and increase their professional skills. MDRT provides ideas and expertise in Marketing, Practice Management, Client Strategies, and Whole Person.

MDRT Location

325 West Touhy Ave
Park Ridge, IL 60068-4265
USA

Web Presence

www.mdr.org

Vetted Solutions is a Washington DC based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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R. Norris Orms, *Vice President*
Vetted Solutions
200 East Randolph Street, Ste. 5100
Chicago, IL 60601
+1 312 577 7606
norris.orms@vettedolutions.com



Jim Zaniello, *President*
Vetted Solutions
1101 14th Street, NW, Ste. 910
Washington, D.C. 20005
+1 202 544 4749
jim.zaniello@vettedolutions.com

For more information about Vetted Solutions, please visit us at:

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