Learning and Development Manager

Location: Remote (with travel for GEAPS Exchange and other key events)
Job Type: Full-Time

Position Summary

The Learning and Development Manager plays a key role in advancing GEAPS' mission to provide world-class education for the grain handling and processing industry. This position combines strategic program leadership with hands-on instructional design expertise to create innovative, high-quality learning experiences. The manager oversees the full learning lifecycle—from needs assessment and curriculum development to delivery and evaluation—ensuring that GEAPS' programs remain current, accessible, and impactful.

Working collaboratively with the Director of Education and Training, subject matter experts, and industry partners, the Learning and Development Manager will design and manage diverse offerings across in-person, virtual, and hybrid formats. In addition, the role serves as the primary administrator for GEAPS' Learning Management System (LMS), supporting both learners and faculty while maintaining seamless integration with association systems.

This is a highly collaborative role that requires creativity, technical expertise, and strong project management skills. The ideal candidate is equally comfortable developing curriculum, producing digital learning content, and supporting live education events. By combining strategic vision with practical execution, the Learning and Development Manager ensures that GEAPS delivers measurable value to members and the broader grain industry workforce.

Key Responsibilities:

Program Strategy and Development

- Partner with the Director of Education and Training to develop an annual learning strategy aligned with GEAPS' mission, industry needs, and member feedback.
- Conduct needs assessments to identify skill gaps and learning priorities across the grain industry.
- Design curricula that combine synchronous, asynchronous, and blended formats for diverse professional audiences.
- Collaborate with SMEs to develop course outlines, objectives, and assessment tools.

Instructional Design and Content Development

- Apply instructional design best practices to create engaging, accessible, and measurable learning experiences.
- Develop or oversee the creation of multimedia content, including presentations, eLearning modules, videos, and supporting materials.
- Script, storyboard, and produce digital content using tools such as Articulate Storyline, Adobe Captivate, or Camtasia.
- Ensure all materials are visually consistent, brand-compliant, and aligned with adult learning principles.

Learning Technology and LMS Management

- Serve as primary administrator for GEAPS' Learning Management System (LMS), managing updates, configurations, content uploads, and user support.
- Integrate LMS offerings with GEAPS' Association Management System (iMIS) to streamline registration, tracking, and reporting.
- Troubleshoot technical issues for learners, faculty, and internal stakeholders.
- Maintain accurate course data, registration records, and completion reports.

Virtual and In-Person Learning Delivery

- Facilitate or produce online education, workshops, and hybrid events, ensuring effective participant experiences.
- Support faculty and speakers with technology checks, presentation prep, and audience engagement tools at events.
- Support the educational programming onsite at the annual GEAPS Exchange and other events.

Evaluation and Continuous Improvement

- Gather and analyze learner feedback, assessment results, and engagement metrics.
- Recommend program enhancements to improve learning outcomes and participant satisfaction.
- Monitor trends in instructional design, learning technology, and association education to keep GEAPS offerings current.

Required Education and Qualifications:

- Bachelor's degree (or 5 additional years of relevant experience) in instructional design, learning technologies, or related field.
- Minimum 4–5 years of experience in learning program management and instructional design.
- Demonstrated success designing and delivering both in-person and online learning experiences.
- Strong project management skills, with the ability to manage multiple priorities and deadlines.
- Proficiency in Microsoft Office Suite, Zoom/Teams, and at least one eLearning authoring tool.
- Excellent written, verbal, and presentation skills.
- Must have a valid driver's license.

Preferred Qualifications:

- Experience in a membership association or professional education setting.
- Knowledge of adult learning theory and instructional design methodologies.
- Proficient in Articulate Storyline, Adobe Captivate, Camtasia, or similar tools.
- Experience integrating LMS and AMS platforms.
- Basic video/audio editing skills.

Additional Details:
- Full-time, remote work position.
- Some travel required, including visits to the home office in Minneapolis, MN and conferences/events.
- Ideal candidate should live within an hour of a major airport.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
- Work from home, but willing and able to travel as required, including overnight stays.
- May require extended work hours.
- Frequently required to sit for extended periods of time.
- The noise level in the work environment is usually moderate.
- Occasionally lift and/or move up to 25 pounds.

Interested in joining our team?
Complete the fillable application on our website.