



Director of Professional Development

Position: Full-time, Salaried

Location: Hybrid role in Jacksonville, FL

Department: Programs

Why You Will Love This Role

The Director of Professional Development will build and lead the training infrastructure that keeps CAP's teaching artists, fellows, therapists and program directors performing at the highest level across Arts Ignite, Art Smarts and CAPabilities programs. This is not a content-specific role. It's a role for someone who has mastered the craft of adult learning: designing PD that sticks, facilitating sessions that change practice and building systems that let CAP deliver excellent training with CAP's own teaching artists, fellows, therapists, program directors and staff learning from one another along the way.

This position is being created at a pivotal moment for CAP as the organization scales its arts integration work and its ambitions for the years ahead. The person invited to fill this role will help set the standard for what world-class arts integration professional development looks like nationally.

This is a rare chance to build a professional development function from the ground up and shape how CAP's educators grow and, in turn, how thousands of students experience arts education for years to come.

The position has an anticipated start date of no later than October 30, 2026.

Your Impact

- **Design and Lead Professional Development:** Build CAP's professional development strategy and calendar across Arts Ignite, Art Smarts and CAPabilities programs, working closely with program directors, fellows & therapists and our advocacy team to translate their subject-matter expertise into training that is rigorous, engaging and grounded in adult learning theory. Embrace CAP's core value to **sing out loud** by giving every specialist's expertise a clear and confident voice in the room.
- **Facilitate at a High Level:** Personally facilitate PD sessions and train others on the team to facilitate well, building a bench of confident, capable presenters across CAP's programs and embodying CAP's core value to **maintain your creative spark** in every session you lead.
- **Write What Gets Taught:** Author clear, well-structured PD curricula and materials, partnering with teaching artists, fellows, therapists and program directors to gather content while owning the instructional design, sequencing and facilitator guides that carry CAP's commitment to **inspire every child's creative spirit** into every classroom they reach.

- **Grow CAP's Presence and Funding for Training:** Identify and apply to relevant conferences on behalf of the team and pursue outside funding, sponsorships and partnerships that offset the cost of staff training and travel.
- **Build a National Footprint:** Develop a professional development program built on CAP's model that can be presented and adopted in schools across the country, extending CAP's arts integration approach well beyond Northeast Florida and exemplifying CAP's core value to **color outside the lines**.
- **Lead Through Direct Supervision:** Lead this work through direct supervision of the Curriculum Writer role, guiding their output and ensuring PD materials and curricula stay aligned with CAP's standards.

What You Will Bring

Expertise in Professional Development & Facilitation

- **Demonstrated Experience:** Deep, demonstrated experience designing and facilitating adult professional development. This is the core competency for the role and not a secondary skill.
- **Training the Trainers:** A track record of training trainers: building other people's facilitation skills and confidence and not just delivering content yourself.
- **Instructional Design:** Strong instructional design skills, with the ability to take input from teaching artists, fellows, therapists and program directors and turn it into a coherent sequenced learning experience.
- **Conference Presence:** Experience identifying, applying to and presenting at relevant conferences in arts education, arts integration or professional learning.
- **Business Development for PD:** Experience identifying and securing clients or partners interested in purchasing the professional development CAP develops, building a new revenue stream for the organization.

Program & Team Collaboration

- **Generalist Mindset:** Comfort working as a generalist across multiple content areas (Arts Ignite, Art Smarts, CAPabilities) without needing to be the content expert in any one of them.
- **Relationship Building:** Strong relationship-building skills with program directors, teaching artists, fellows and therapists, with the judgment to collaborate efficiently in a busy work environment.
- **Supervisory Readiness:** Supervisory experience or readiness to manage one or more direct reports, including the Curriculum Writer.

Support for Direct Service Programs

- **Programmatic Support:** Provide comprehensive support for direct service professional development sessions. Lead the creation and management of educational materials and resources, ensuring they are effectively utilized and replenished.

Additional Responsibilities

- **Active Participation:** Engage in all necessary meetings and committees, providing updates and insights into student and program data that inform strategic decisions.
- **Event Assistance:** Support major annual events, embodying and promoting CAP's culture and values through active participation and leadership.

- **Core Values Advocacy:** Champion CAP's mission and core values in all professional endeavors, inspiring a culture of creativity and excellence across all programs.

Perks & Benefits

- **Competitive Compensation:** Starting salary ranging from \$60,000-\$65,000, adjustable based on your experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 3% and performance bonuses up to 3%.
- **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
- **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of up to 3%. It's never too early or too late to start planning for retirement.
- **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 24-28 paid holidays throughout the year. CAP's flexible schedule allows you to balance your professional and personal life effectively.
- **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier. Additionally, receive reimbursement for work-related mileage incurred, supporting your travel needs related to program supervision, support and community engagement.
- **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
- **Family First:** Following a year of employment, take advantage of CAP's paid parental / bonding leave, allowing you to focus on your family's significant life moments.

Core Qualifications

- At least three years of experience designing and facilitating professional development, ideally in an education setting.
- Bachelor's degree required; advanced degree in education, adult learning, instructional design or related field preferred.
- Excellent writing skills, with the ability to produce polished curricula, facilitator guides and PD documentation.
- Experience managing budgets, deadlines and multiple concurrent projects.
- Proficient with Microsoft Office Suite and comfortable learning new platforms for PD delivery and tracking.
- Must pass official Level 2 background screening as outlined by Florida state law.
- Commitment to CAP's vision, mission, core values and goals.
- Strong organizational skills and high attention to detail.

Are You Ready?

This role sits at the center of CAP's Founding Stories initiative, shaping how educators grow in their craft and how arts integration takes hold across current and future partnerships.

We're looking for someone who wants to build something lasting, not just administer a program.

To apply, submit in confidence to Luisa Reis (luisa@capkids.org), VP of Programs, a resume and personal statement of 1,500 words or less explaining a) your personal or educational philosophy statement, b) where you currently are in your career and long-term goals and c) what unique skills or perspective you will bring to CAP, its students and the Northeast Florida community.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.