



JOB OPENING: DIRECTOR OF IMS ONLINE

IMS is seeking a full-time Director for our rapidly growing online education program. The Director of IMS Online is responsible for the development, delivery, and evaluation of online programming, and for best use of technology to support a positive user and teacher experience. This position reports to the Executive Director. The Director of IMS Online may work in our Barre, MA offices or remotely.

Principal Responsibilities

Strategy and Vision - Develop a coherent, sustainable and data-driven strategy for IMS Online that encompasses programming, technology, marketing, and staffing.

Program Development

- Implement long-lead program development strategy that supports mission and financial goals, in consultation with advisors.
- Manage all day-to-day responsibilities associated with program development.

Marketing & Growth

- Work with IMS Marketing and external resources as needed to launch IMS Online and expand awareness of IMS as an authoritative resource in the online meditation market space. Develop and deploy effective and viable digital marketing plans for IMS Online programs.

Technical Duties & Responsibilities

- Develop, implement and maintain the necessary technical infrastructure to ensure a consistently reliable, user-friendly experience for teachers and students alike.

Training Responsibilities

- Design, develop and deliver on-line training to teachers and staff as needed to support teaching and learning.

Administrative Responsibilities

- Manage all aspects of the IMS Online department.
- Supervise staff and vendors to ensure maintenance of hardware, software, project documentation and files, and schedules.



Qualifications/Experience

- Bachelor's degree required. Focus in information technology, computer science, instructional technology, distance learning or a related field preferred.
- Five years of experience that includes business development, online learning, web development expertise in the online learning environment
- Excellent organizational, planning, communication and inter-personal skills.
- A strong customer service background with a commitment to providing a high level of service.
- Familiarity with or sincere interest in meditation or mindfulness preferred.

This is full-time position offers a friendly and caring work environment, health and dental benefits, retirement plan and a generous paid time off program.

Qualified applicants, please send cover letter, résumé to: IMSjobs@dharmma.org