



**Position Title:** Director of Training

**Organization:** Norwich University Applied Research Institutes (NUARI)

**Location:** Remote

## **About NUARI**

Norwich University Applied Research Institutes (NUARI) is a mission-driven 501(c)(3) applied research organization advancing national security, cyber resilience, and technology innovation. NUARI executes federally funded research, government contracts, and strategic programs while building scalable platforms and partnerships that deliver real-world impact.

We operate with the speed of a tech startup, the discipline of an elite military unit, and the mission focus of a non-profit research institute...if you like to build cool stuff with great teams, then we want to hear from you!

## **Position Summary**

The Director of Training is responsible for leading, expanding, and continuously strengthening NUARI's professional training portfolio, which is focused primarily on cybersecurity and other mission-aligned disciplines. This role requires demonstrated experience designing, managing, and scaling training programs for working professionals. The Director will oversee the full lifecycle of training programs, ensuring offerings are rigorous, relevant, and aligned with evolving industry and regulatory standards.

The Director will lead a multidisciplinary team of instructors, course developers, instructional designer, and subject matter experts, while also driving portfolio growth through partnerships, new program development, and grant-funded initiatives.

## **Key Responsibilities:**

### **Strategic Leadership & Portfolio Growth**

- Develop and execute a strategic vision for professional workforce training programs, with emphasis on cybersecurity and mission-focused areas.

- Assess industry, government, and defense workforce needs to ensure training offerings meet real-world operational requirements.
- Identify emerging cybersecurity trends, compliance frameworks, and professional credentialing pathways to keep curriculum relevant.
- Expand offerings through partnerships with industry, government, academic institutions, and professional associations.
- Evaluate market demand for certifications, executive training, continuing education, and specialized professional upskilling programs.
- Represent NUARI in the National Cybersecurity Preparedness Consortium (NCPC) in a key representative capacity, positioning the organization to help shape strategic priorities, strengthen institutional partnerships, and advance collaborative initiatives.

### **Professional Program & Operational Management**

- Manage the full lifecycle of NUARI's professional training programs, including:
  - Program management
  - Curriculum design aligned to workforce competencies and community needs
  - Course development and instructional methodology appropriate for diverse adult learners
  - Scheduling and delivery (in-person, virtual, web)
  - Instructor recruitment, coordination, and certification
  - Outreach, registration, logistics, and learner support
  - Program assessment, evaluation, and reporting
- Build a high-performance culture focused on quality, responsiveness, and mission alignment.
- Manage budgets and ensure financial sustainability of the portfolio.

### **External Engagement & Outreach**

- Serve as the primary liaison with consortium members, fostering collaboration and program alignment.
- Build relationships that generate new training opportunities and enrollment pipelines.
- Support outreach strategies that position the organization as a leader in professional cybersecurity training.

## **Qualifications**

### **Required**

- Bachelor's degree in cybersecurity, IT, education, or related field. Master's preferred. Equivalent combination of education and relevant professional experience will be considered.
- Must be a U.S. Citizen
- Must be willing and eligible to obtain and maintain a U.S. Department of War personal security clearance
- 5+ years of experience leading or managing professional training programs, particularly for technical or cybersecurity audiences.
- Strong program management expertise, including budgeting, forecasting, and detailed performance tracking.
- Must be detail-oriented with exceptional project coordination and management skills.
- Excellent leadership, organizational, and stakeholder engagement skills.
- Mission-driven and team-oriented
- Strategic thinker with operational execution capability
- Comfortable in fast-moving, entrepreneurial environment
- Strong judgment and risk awareness

### **Preferred**

- Military or emergency management experience
- Experience with state or federal grant programs
- Experience scaling a professional training portfolio or launching new market-driven programs.
- Knowledge of accreditation and certification processes for cybersecurity training.
- Established national network within the cybersecurity technical and training community.

## **Compensation**

Competitive salary commensurate with experience. NUARI offers a mission-driven environment and the opportunity to help build a nationally significant applied research organization.

Benefits include:

- Full health, vision and dental insurance
- Life, disability and short-term insurance
- 403b with company contribution and matching

Anticipated salary range: \$110K - \$125K

## **How to Apply**

Submit resume and cover letter detailing relevant experience to: [jlappin@norwich.edu](mailto:jlappin@norwich.edu).

Position is open until filled.

NUARI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. Applications from veterans, women, and people of diverse racial, ethnic, and cultural backgrounds are encouraged.