

**Job Announcement**  
**Lifelong Learning Payap**

**Managing Director**

Lifelong Learning Payap  
Payap University, Chiang Mai, Thailand

Lifelong Learning Payap, an international self-supporting non-formal adult education program of Payap University, seeks a qualified director to help fulfill its mission to offer high-quality, affordable, educational opportunities to English speaking residents (many retired) living in Northern Thailand. The director will lead and manage all aspects of the Lifelong Learning Center and program. This seasoned leader should not only understand current trends in the non-formal education field, but also have experience in developing and implementing successful fundraising plans. Experience in hiring and managing staff is essential, and established relationships with Payap University and local community groups is a plus. Above all, the Director should be a highly effective leader with clear spoken and written English communication skills and decisiveness.

**Responsibilities**

- Oversee the daily operations of Lifelong Learning Payap by providing executive direction for the program, compliance, and quality assurance.
- Oversee and manage the Center facility and inventory use and maintenance
- Prepare and manage an annual budget and build systems to facilitate efficient operations.
- Manage staff members, volunteers, and clients whose experiences, cultures, and languages reflect the community served by the organization
- Identify and address staffing requirements and maintain a strong work culture that attracts and retains qualified people while driving the organization's mission
- Create and meet annual fundraising goals, in partnership with LLL Development Committee, by securing financial support from foundations, corporations, individual donors, and government funding sources
- Manage all external communications, including website, marketing collateral, newsletters, and social media

- Serve as the face of the organization and participate in external events to increase visibility, credibility, and market brand, and develop strategic partnerships to further increase community awareness and expand programs
- Comply with all national and local regulations
- Work collaboratively with the LLL Planning Committee to set and achieve goals and objectives
- Maintain a close working relationship with the International Relations and Finance Offices of Payap University

### **Required skills and qualifications**

- Bachelor's degree (or equivalent) required, advanced degrees a plus
- Five or more years of experience in senior management, preferably with an educational or nonprofit organization in a multicultural setting
- Knowledge of leadership and management principles for nonprofit organizations
- Proven success in managing staff and working with volunteers
- Experience in managing budgets, fundraising, public relations, and marketing
- Dynamic and charismatic team player who enjoys being the public face of an organization
- Fluent communication skills in both written and spoken English, and familiarity or fluency in Thai and other languages plus
- Overseas living and work experience (in Thailand a plus)

### **Preferred skills and qualifications**

- Experience and an understanding of lifelong learning education programs
- Entrepreneurial mindset, with innovative approach to planning educational programs for an international mature adult population
- Experience using various computer and AV tools and social media
- Highly organized, able to delegate and meet deadlines
- Experience with Volunteer Programs

**Interested Applicants should send questions and a resume to:**

Martha Butt

Chairperson, Lifelong Learning Payap Executive Committee

[msgbutt@gmail.com](mailto:msgbutt@gmail.com)

**Deadline for Applications: November 30, 2024**