Business Continuity Training & Awareness Manager

**Location:** US, NYC  
**Salary:** $105k - $165k base

**Purpose**

Serve as curriculum designer and lead instructor of a training and awareness program for a world-class global business continuity management function for a Fortune 40 company.

**Education**

Bachelor's degree preferably in business or a technical discipline (e.g., Computer Science, Systems Engineering, Information Technology, etc.). Master's degree preferred, but not essential.

**Prior Experience and Requirements**

Minimum of seven years of Business Continuity Management (BCM) experience in large multinational organization or consulting firm. A minimum of three years of this experience must have been in a role dedicated to hands-on design and development of BCM training curriculum, instruction materials, workshop design and delivery of BCM training in a classroom environment. Experience with broad international exposure will be favored and a willingness to travel is a must.

Professional certification from the Disaster Recovery Institute, International (DRII) or the Business Continuity Institute (BCI) is required. DRII certifications may be either MBCP or CBCP. BCI certifications may be either FBCI or MBCI.

Additional required experience and skills include:

- Practical experience in the design, development, and implementation of all facets of BCM program, (e.g., BIA, risk assessments, strategy formulation, plan documentation, training exercises, and plan/program maintenance).
- Exceptional interpersonal and communication skills.
- Experience in developing, delivering and maintaining BCM communications and awareness programs.
- Outstanding PC skills with strong proficiency in MS Office (especially PowerPoint, Word, Visio, and Excel).

Desirable experience and skills include:

- Experience in developing computer-based training content
- Experience in global BCM implementations and knowledge of international BCM standards.
- Fluency in multiple languages is a plus

**Responsibilities**

- Design and maintain training curriculum to ensure the knowledge transfer of the company's BCM methodology and to continuously improve the BCM skills / capabilities of the worldwide community of BCM practitioners.
- Measuring existing worldwide BCM capabilities / maturity to ensure alignment with training and BCM awareness efforts.
- Develop BCM exercise program to continually enhance the organization's readiness capability as well as conduct BCM exercise sessions.
- Formulate, schedule and maintain annual BCM training and education program.
- Create training and awareness materials in a variety of media (e.g., hardcopy, DVD, e-Learning, etc).
• Deliver hands-on training to worldwide community of BCM practitioners (i.e., colleagues, contractors, and consultants).
• Develop and coordinate BCM technology training with Worldwide Technology group.
• Participate in the continuous improvement of the enterprise-wide BCM methodology.
• Create, implement and maintain an annual BCM awareness program and materials to infuse BCM into the organizational culture.
• Implement continuous improvement program to assess and enhance BCM training and awareness programs.
• Monitor leading-edge practices in training/education field for new and novel methods to deliver global training.
• Manage financial resources as it pertains to BCM awareness, training, and education programs.
• Develop briefing presentations as necessary to BCM stakeholders and executive management.

For more details please contact Stephen at stephen@andersensteinberg.com

Andersen Steinberg. Global business continuity recruitment specialists.