

CERTIFIED FINANCIAL PLANNER
BOARD OF STANDARDS, INC.

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Registered Program Manager

As the Registered Program Manager at Certified Financial Planner Board of Standards, you will advise Program Directors at higher education institutions throughout the country. Before an individual can become CFP® certified, he/she must successfully complete the educational requirement. This can be done through one of more than 285 academic programs offered at colleges and universities. In this role, you will incorporate your knowledge of adult education in both academia and for-profit business models to expertly guide the educational leaders of these institutions, ensuring they are meeting standards for CFP® certification with current, accurate and industry-relevant material.

You will oversee staff in verifying that the education requirement has been met for exam applications, as well as assist in the development of collateral, outreach and marketing materials for the schools.

In addition, you will coordinate our annual Program Directors' Conference, a networking and information-sharing opportunity for colleges and universities offering CFP® programs, and for those who are seeking additional information.

Certified Financial Planner Board of Standards' mission is to benefit the public by granting the CFP® certification and upholding it as the recognized standard of excellence for personal financial planning. Your work as the Registered Program Manager is an acknowledgement of the special responsibility CFP® mark holders have to the public.

In addition to expert knowledge of higher education curriculum design, we will look for excellent written, verbal and presentation skills and knowledge of financial services.

We provide competitive compensation and excellent benefits in a convenient Washington, D.C. location.

CFP Board believes in providing equal employment and advancement opportunities to all individuals. Employment decisions at CFP Board are based on merit, qualifications, and abilities. CFP Board does not discriminate in its certification opportunities or business practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

Please submit resumé and salary requirements to HumanResources@CFPBoard.org. Interviews will start immediately.

For more information on our organization, please visit our Web site at www.CFP.net.



CERTIFIED FINANCIAL PLANNER™

CFP®

Certified Financial Planner Board of Standards Inc. owns these certification marks in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

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