



LA Consultant

About the Council of Urban Professionals (CUP)

CUP works to close racial equity and inclusion gaps. We do this by accelerating the careers of professionals of color by cultivating their talent and connecting them with each other and those in spheres of influence to lead the change we want to see. CUP was founded in 2007 and operates in New York and Los Angeles. Our cross-sector, cross-industry network of professionals of color is 10,000 strong and growing.

Position Description

CUP is seeking a highly resourceful Part-Time (approximately 3 days per week) Consultant with LA roots and strong project and relationship management skills that has an entrepreneurial spirit and a commitment to flawless execution. The Consultant will be responsible for the end-to-end success of all CUP programming in LA, which includes a range of networking and thought leadership events and a pilot of our signature professional development program. They will also be responsible for managing CUP's existing local corporate partner relationships and cultivating new philanthropic relationships. The Consultant will work independently, but will receive regular support from CUP's New York team, along with CUP's volunteer Founders in LA. The Consultant will report to the Programs Director.

Primary Roles and Responsibilities include but are not limited to:

- Developing, managing, and delivering:
 - A clearly defined fundraising strategy, including measurable short-term and long-term goals that meet CUP's fundraising aspirations in LA – including current and prospective corporate, foundation, and individual donors
 - CUP's Fellows Program pilot, including the following responsibilities:
 - Facilitating the Fellows selection process, including the creation and management of application materials, requisite interviews, and follow-up communications
 - Working with CUP's learning and development consultant to curate the Fellows Program curriculum, including identifying academics, thought leaders, industry experts, trainers, and senior business leaders for the facilitation of 5, 4-hour Fellows Program workshops
 - Coordinating and executing 5, 4-hour Fellows Program workshops, including scheduling, communicating, coordinating, and planning with participants, corporate hosts, speakers, and facilitators
 - Attending and ensuring the smooth execution of 5, 4-hour Fellows Program workshops
 - Maintaining program participant and alumni information, including collecting and analyzing feedback from program participants, tracking metrics, and performing ad hoc research projects that will assess program impact
 - CUP's Power Forum, including the following responsibilities:
 - Identifying venue, host, speakers, host committee members, and sponsors
 - Managing all pre-, day-of, and post-event communications with sponsoring corporate partners and attendees
 - Coordinating all pre-, day-of, and post-event event logistics, including run of show, vendor management, communications, coordinating and planning with hosts, and speakers



- CUP's Thematic Engagement Sessions
 - Identifying venue, host, speakers, and sponsors
 - Managing all pre-, day-of, and post-event communications with sponsoring corporate partners and attendees
 - Coordinating all pre-, day-of, and post-event event logistics, including run of show, vendor management, communications, coordinating and planning with hosts, and speakers

Required Knowledge, Skills, and Abilities

- Bachelor's degree required, Masters preferred
- Shares CUP's philosophy, vision, and values
- 3-5 years of successful program and/or event management experience
- Fundraising experience preferred with an understanding of the Los Angeles donor environment and established connections throughout the LA region
- Strategic thinker with strong project management skills
- Excellent interpersonal skills and high emotional intelligence, with the proven ability to develop and maintain positive, productive relationships
- Highly organized with a comfort working under tight timelines
- Understanding and appreciation of the complexities associated with nonprofit 501 (c)(3) entities a plus
- Authentic leadership style with executive presence, exceptional communication skills, and customer service orientation

Please send emails with subject line "LA Consultant", cover letter, resume, and references to hr@cupusa.org. The Council of Urban Professionals is an Equal Opportunity Employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.