



Programs Director

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 Director of Programs that is a visionary, strategic, dynamic leader with deep expertise in program development and a commitment to flawless execution and effective team and external partner management. The Director will be responsible for the end-to-end success of all CUP programming, which includes a range of networking and thought leadership events, professional development programs, and talent sourcing and recognition efforts in support of the career acceleration of professionals of color. The Director will supervise a team of at least two program managers, be a member of the Senior Leadership Team, and will report directly to the Executive Director.

Primary Roles and Responsibilities include but are not limited to:

Strategic Planning & Operational Management

- Initiate, set and track goals in the areas of leadership programming, fund development, and key partnerships, according to the strategic objectives of the organization
- Supervise, develop, recruit, and support the programs staff, facilitators, consultants, and vendors
- Work with the Director of Development to identify fund development targets
- Work with the Executive Director to identify potential key high-profile partnerships
- Collaborate with the Director of Development and Director of Finance and Operations to develop and maintain the departmental budget and track expense against program budgets
- Keep senior management and other key stakeholders informed with detailed and accurate impact reports

Program Management

- Direct the programs staff in the planning of programming from concept to completion, including the development of deadlines, milestones, and key processes
- Oversee the coordination of all leadership development workshops, including development of training materials, confirmation of event logistics, participant communications and ad hoc activities
- Guide the activities of the Programming Committee of CUP's Board of Directors, which includes creating evaluation strategies to assess, analyze, and monitor performance of programming and to determine the need for improvements and modifications
- Seek and identify opportunities to position CUP as a compelling thought leader in the diversity, equity, inclusion, leadership development, and access to opportunity space
- Assess and understand the professional development needs of CUP's constituents to develop and deliver robust and innovative content for our programming



- Build CUP's capacity to design and deliver signature, branded or co-branded content and resources to its constituents utilizing multiple communication methods and mediums

Relationship & Brand Management

- Serve as a key relationship manager to CUP's 75+ corporate partners, 50+ nonprofit partners and other key stakeholders, including the sales and promotion of CUP programs and offerings
- Partner with the Marketing & Communications team to develop and design program marketing collateral, including infographics and impact reports, and to refine program participant and alumni communications to elevate CUP's brand and market presence

Key Qualifications

- Shares CUP's philosophy, vision and values and is a passionate change agent
- Bachelor's degree required – Master's degree preferred
- Minimum of seven years of experience - preferably in a program manager role - with two of those years including team management responsibilities
- Highly effective, dynamic, leader and manager of both internal and external relationships
- Thorough understanding of project/program design and management methods
- Excellent knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analytics and impact reporting
- Future-thinking, entrepreneurial spirit that welcomes the opportunity to overcome challenges by building solutions
- A proven track-record of working closely with executive leadership, Board members and key stakeholders
- Ability to multi-task and thrive under pressure
- Roll-up-your sleeves mentality with a commitment to excellence
- Authentic presence, exceptional communication and interpersonal skills, and client service orientation
- Knowledge of MS office suite and/or Google-Suite products, CRM systems and project management tools.

Please send emails with subject line "Programs Director", 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.