



Director of Programs: Council of Urban Professionals Leadership Institute

The Council of Urban Professionals connects, empowers and mobilizes the next generation of diverse business and civic leaders. We are a network of over 1,100 dues paying members and 60 corporate members. Through programs and forums, we offer diverse leaders professional development, access to powerful decision makers and institutions, and civic engagement opportunities. Our ultimate goal is to advance a more diverse business and civic leadership body with a bedrock commitment to representing the interests of our communities.

CUP's Leadership Institute is a multi-faceted professional development platform established to support CUP's mission of preparing the next generation of diverse leaders. The Leadership Institute aims to increase the number of diverse professionals in executive level positions by providing innovative programming, thought leadership, and succession planning across industries. The Director of Programs will report to the Leadership Institute Managing Director and will help execute the CUP Executive Leadership Program (CUP ELP) and other areas of the Leadership Institute, such as the CUP Fellows Program, the Leadership Board and the annual Spring Soiree.

For more information, please visit the website at www.nycup.org

ABOUT THE POSITION

The Council of Urban Professionals is seeking an entrepreneurial, high energy, customer focused professional with strong writing, communication and people-management skills, acute attention to detail and the ability to work with a range of professionals in many different industries.

Major responsibilities include:

CUP Executive Leadership Program

- Manage logistics of current and upcoming programs
- Work with event producer on execution of events
- Execute communication strategy for CUP ELP participants
- Work with contacts at various firms to engage managers and participants ahead of program

CUP Fellows

- Provide vision, oversight and direction for the CUP Fellows mission through execution of innovative programming, training and mentorship
- Cultivate and manage volunteer Fellows committee to select candidates and provide guidance and oversight for the Fellows

- Partner with and engage statewide partners committed to the development and stewardship of the CUP Fellows program; build and strengthen strategic alliances on a local and statewide scale
- Recruit, lead and inspire volunteers and interns to help the program reach full potential

Leadership Board & Spring Soiree

- Work directly with the Leadership Board Chair to galvanize board members to support CUP's mission and work
- Organize professional development programming and training for Leadership Board members
- Provide strategic oversight and guidance for the execution of the annual Spring Soiree, the Leadership Board's fundraising initiative
- Serve as the point of contact for the Spring Soiree by taking ownership and seeing the event through completion

Required Skills

- BA degree plus a minimum of five years work experience with background in external relations, program and project management
- Highly entrepreneurial spirit with an ability to thrive in an environment that is characterized by significant growth, diversity and constant change
- Superior oral and written communication skills
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Ability to lead and run high level meetings with multiple stakeholders
- Organized, flexible, team player who is detail-oriented. Enthusiasm and great attitude a must!
- Computer and database management skills including familiarity with Word, PowerPoint, Outlook & Excel
- Facility with social media
- Commitment to diversity

The Council of Urban Professionals is an Equal Opportunity Employer. Women and professionals of color are strongly encouraged to apply.

Please send emails with subject line "Leadership Institute Director of Programs", writing sample, resume, and references to jobs@nycup.org.