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## Director of Leadership Program

### Position Description

**Reports to:** Vice President of Programs

**FLSA Status:** Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families and communities.

**Position Summary:** We’re searching for a qualified and resourceful director to develop and lead our Bethune Height Leadership Program (BLHP). BHLP will strategically place young Black women into the career path of their choice with a goal of creating more representation in high ranking positions. The Bethune Height Leadership Pathway will utilize partnerships with corporations and foundations that align with our CORE 4 Programmatic Areas (Health Equity, Social Justice, STEAM/ Education, Economics) to promote Black talent by providing training, mentorship and internship/ job placement. This program will be managed by the Director of Leadership who will be responsible for recruiting fellows, developing training modules and materials, linking fellows to mentors, internships and employment.

### Essential Responsibilities

- Designs and coordinates delivery of BHLP to ensure those in the program have the knowledge and skills to be successful in their jobs and prepared for career pathways.
- Develops the selection criteria for each leadership program and oversees the selection process for the participants, using the definitions of BHLP excellence as a guide.
- Monitors the quality of leadership development programming by collecting, analyzing, and responding to data to ensure expectations of the program are being met.
- Oversees and facilitates the professional learning experiences for cohorts of developing leaders using research based best practices.
- Manages the process for budgeting for resources to meet the needs for identified leadership training and development activities.
- Collaborates with partners to develop ideas, proposals, and meaningful learning experiences for BHLP leaders.
- Monitors local and national issues and trends related to job readiness and career pathways.
- Maintains effective and consistent communication with stakeholders related to initiatives.
- Provides input and support to NCNW senior leadership regarding prioritization of professional development needs, evaluation of professional development, and reviews of current research.
- Collaborates with the Development team in seeking grant funding to support leadership development.

Dr. Mary McLeod Bethune, Founder  
Dr. Dorothy Irene Height, President Emerita



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- Identifies successful leadership development partners that align to the definitions of leader excellence.
- Ensure ongoing programmatic excellence and effective delivery of services through focus on research and innovative training and development processes and curriculum.
- Nurture and expand existing relationships and develop new client, funder, and partner relationships

#### **Required skills and qualifications**

- At least 5-8 years significant experience in learning and development and facilitation.
- Coaching experience a plus.
- Passion for leadership development, diversity, and strong familiarity with the NCNW community, its issues, needs, challenges and opportunities
- Experienced and skilled in training and facilitation with large and small groups, with a strong and inviting presence.
- Solid understanding of leadership development trends and best practices.
- Skilled relationship builder with ability to manage relationships on behalf of BHLF.

***To apply- Please email at [Jobs@ncnw.org](mailto:Jobs@ncnw.org) with your resume and cover letter for consideration.***

Dr. Mary McLeod Bethune, Founder  
Dr. Dorothy Irene Height, President Emerita

Dr. A. Lois Keith, National Chair

Shavon Arline-Bradley  
President & CEO