

Director of Leadership Programs

LEAP, Inc.

LEAP, a national, nonprofit, nonpartisan, educational organization is seeking a senior team member with a solid foundation of success as a program leader, facilitator, strategist, and leadership development expert to lead our Programs team.

Purpose

The Director of Leadership Programs will be responsible for leading and managing the leadership programs team in the development and delivery of leading edge, transformative, research-based leadership programs and organizational effectiveness interventions that support LEAP's mission and vision, meet client needs, and that challenge and stretch our participants to achieve their fullest potential. In this newly established role, the Director of Leadership Programs will ensure delivery of impactful, high quality programs – new and existing. Reports to Senior Vice President of Administration and CFO.

Responsibilities

Director of Leadership Programs is responsible for managing our growing program portfolio, leading growth and execution of new programs and services, providing consulting services, and overseeing quality and curriculum development for existing programs and services. The ideal candidate will be able to seamlessly interact with and navigate the private, public, and nonprofit sectors, across varied industries, and multiple leadership levels to grow and develop Asians and Pacific Islanders for increased leadership opportunities. They will facilitate experiential, hands-on learning in small-group environments to presenting content in large group settings, and effectively use LEAP's Leadership Framework, Leadership Philosophy, and approach combined with current research and best practices in culturally focused programming and leadership development.

Program Leadership and Management:

- Oversee execution of all LEAP programs, including review and redesign of leadership programs and services, standards of program delivery and coordination, training content and design; and ongoing development of culturally effective training materials in collaboration with the Program Manager, adjunct faculty/trainers, and other programs staff.
- Facilitate and train LEAP programs to a broad swath of nationally based clients, including high school students, corporate and nonprofit professionals, higher education and community leaders, public servants, and senior executives
- Work with the Program Manager in the project management and scheduling of leadership programs including venue selection and budget monitoring
- Ensure ongoing programmatic excellence and effective delivery of services through focus on research and innovative training and development processes and curriculum
- Seek knowledge on Asian and Pacific Islander community needs, challenges and opportunities

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- Develop and implement new programs
- Serve as organizational thought leader on leadership development and nonprofit capacity building programs, staying current on literature, practices and networks in relevant fields including training and professional development, leadership development, coaching, and diversity
- Actively use research and data to share impact and learnings from LEAP programs with the broader staff, sponsors, donors, Board of Directors, adjunct faculty/trainers, and community
- Develop, coach, and retain high-performance team members
- Recruit, hire, coordinate, and manage adjunct faculty/trainers

External Relationships:

- Expand revenue generating and fundraising activities to support new and existing programs and the growth of LEAP
- Nurture and expand LEAP's existing relationships and develop new client, funder, and partner relationships

Knowledge Management:

- Work with staff to develop necessary systems, processes and tools to ensure consistent, high-quality project management to better support the facilitation, collection, and sharing of knowledge that is generated by the programs
- Ensure that key project outcomes are evaluated and leveraged for maximum organizational and participant impact
- Actively participate in LEAP staff meetings and other strategic and administrative projects
- Contribute to effective communications and project management, including developing or contributing to client and partnership proposals, program/grant reports, and conference presentations
- Contribute to the development of inter-team cohesiveness and management of culture change
- Manage Program Manager and team with other staff as necessary and/or required.
- Perform other duties as assigned.

Position Qualifications

- At least 5-8 years significant experience in learning and development and facilitation
- Minimum 3-5 years of organizational consulting experience
- Coaching experience a plus
- Passion for leadership development, diversity, and strong familiarity with the Asian and Pacific Islander 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 LEAP

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- Track record of curriculum design for diverse stakeholders
- Must be proactive, action-oriented, flexible, and adaptable leader, capable of working in a highly demanding, team environment
- Strong communication and presentation skills – both written and in-person
- Capable of managing multiple programs and deadlines, staff and budgets
- Ability to lead and work with composure, flexibility, and efficiency during crunch times
- Strong attention to detail
- Familiarity with LEAP's programs and committed to LEAP's mission preferred
- Working knowledge of Apple Mac OS
- Must be able to travel regularly (nationally, and possibly internationally)
- Must possess a valid driver's license, auto insurance that covers business driving, and an automobile for business use
- Willingness to work evenings and weekends as needed

Education

Bachelor's Degree. Advanced degree in organizational psychology, organizational behavior, or related discipline is preferred. Coaching certification is a plus.

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Compensation

Commensurate with qualifications and related experience. Excellent benefits package, including medical, dental, 401k match, and flexible work policy.

Deadline

August 31, 2018 or until position is filled.

Application Procedure

Mail, e-mail or fax a detailed resume, cover letter, sample of designed curriculum and the name, job title, address, and phone number of three professional references to:

Grace Toy
Senior Vice President of Administration and CFO
LEAP
Email: gtoy@leap.org
Fax: (213) 485-0050

Mail to:
LEAP
327 East 2nd Street, Suite #226
Los Angeles, CA 90012

Cover letter must address the following:
1) provide specific reasons for applying for this position; and 2) indicate how

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your experiences and qualifications align with the job requirements.

NO PHONE CALLS PLEASE!

**For more information about LEAP, please visit our website at
<http://www.leap.org>**
