

JOB ANNOUNCEMENT

DIRECTOR, LCDEF BOARDREADY INSTITUTE (BRI)

(Remote Work from the Continental US)

ABOUT THE LCDA/LCDEF

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership who are committed to paying it forward. Our mission is to develop, support, and increase the number of US Latinos on corporate boards. LCDA's strategy, to accelerate Latino placements on corporate boards, is focused on three areas: growing demand, growing supply, and raising awareness.

The Latino Corporate Directors Education Foundation (LCDEF) is the affiliated foundation of LCDA. LCDEF is committed to paving the way for the next generation of US Latino corporate directors by providing educational programming and thought leadership to support the development of aspiring Latino and Latina directors. Together with LCDA, the foundation's strategic priority is to grow the pool of board-qualified US Latino executives prepared for corporate board service.

JOB SUMMARY

The Director of LCDEF's BoardReady Institute (BRI) is responsible for directing the day-to-day operations of the BRI core, *BRINext*, and other BRI programming. He/she manages the virtual and in-person programming sessions, networking events, and coaching activities associated with board-ready, senior executives and LCDA Executive Members. The Director also oversees the compiling and tracking of the outreach, review, and selection process of LCDA's Executive Member candidates. The Director oversees, manages, or works in collaboration with the BRI Manager. This position reports to the Vice President of Programs & Operations.

OVERALL DUTIES & RESPONSIBILITIES

The following details the duties and responsibilities of this position:

- Directs the day-to-day operations of LCDEF's BoardReady Institute (BRI) programs including BRI core, *BRINext*, and other BRI programming.
- Oversees annual goals, timelines, activities, and metrics around LCDEF's board-ready programming.
- Directs the disseminating, compiling, and tracking of the outreach, review, and selection process of LCDA's Executive Member candidates.
- Directs the work with prospective and LCDA Executive Member profiles and ensures they are up to date and posted accurately in the association's Member Portal.
- Directs the schedule and participation of onboarding sessions for new LCDA Executive Members.
- Directs the virtual and in-person BRI and *BRINext* corporate governance readiness and excellence for members, networking events, and coaching circles.
- Directs leadership and board-ready education programs on corporate governance readiness for partner organizations and their ESG groups, members, or constituencies. May include designing

additional or tailored program content, collateral material, setting up and handling program registration, and/or coordinating continuing education credits as needed.

- Directs the tracking completion of BRI core program sessions by LCDA Executive Members for BRI Certification purposes.
- Ensures briefing materials and evaluation tools are developed and disseminated among participants, speakers, and faculty. Compiles survey/evaluation data and prepares for sharing with the LCDEF program committee and board. Integrates findings as needed.
- Directs the outreach, education, review, and selection process of LCDA Executive Member candidates. Communicates invitations to qualified executives for LCDA Executive membership.
- Participates in weekly check-in calls, board meetings, and program committee calls.

Partner Relationship Support:

- Directs partnership fulfillment and relationships that support the work of LCDA's Executive Members and BRI programming, including coordinating sponsor logos, member profiles, and overall write ups.

Cross-Functional Support:

- Collaborates with LCDA's Marketing team to promote Executive Member announcements on social media.
- Leads the work of LCDA-LCDEF's cross-functional teams on event planning and logistics as needed for spring, fall, and virtual programming.

QUALIFICATIONS

- Bachelor's degree; masters highly desired.
- Minimum of 8-10 years' experience with demonstrated skills, knowledge, and experience in program and/or event management related to corporate governance, leadership development, executive member education or professional development. Lifelong learner who is willing and able to learn new subject matter and integrate it into programming.
- Strong organizational skills and ability to manage multiple projects at a time.
- Self-motivated with detail-oriented, time management, and problem-solving skills.
- A professional, who is entrepreneurial; enjoys creating and implementing new initiatives, processes, ideas.
- Strong presentation, communications, and writing skills.
- Comfortable coaching and giving feedback and advice on professional development goals.
- Proficiency in MS Office Suite of programs (especially Excel and PowerPoint) and Google Docs.
- Proficiency in CMS databases and project management platforms. Comfortable with new technologies and a strong disposition to learning new skills.
- The ability to think both abstractly and concretely, including comfort with ambiguity while still accomplishing meaningful results.
- Commitment to working with dynamic leadership and cross-functional teams, while able to also work independently and with the ability to manage multiple projects at a time.
- Personal qualities of integrity, credibility and a commitment to the mission of the organizations.
- Experience in the association or not-for-profit sector preferred.
- Ability to travel within the US 3-4 times per year.

SALARY: \$85K-\$115K; Depending on skills and experience; full-time, remote work.

POINT OF CONTACT: Carmen Joge, Vice President of Programs & Operations

PLEASE SEND COVER LETTER & RESUME OF QUALIFICATIONS TO:

Latino Corporate Directors Association

Attention: Carmen T. Joge at cjoge@latinocorporatedirectors.org

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. LCDA is an equal opportunity employer and does not discriminate on the basis of race, gender, ethnicity, marital status, sexual orientation, or any other legally protected status.