

JOB ANNOUNCEMENT
Manager, Member Engagement
(Remote Work)

ABOUT THE LCDA

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership and governance that are committed to paying it forward. Its 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. Together with LCDA, the foundation is committed to paving the way for the next generation of US Latina and Latino corporate directors. Its strategic priority is to prepare, position and grow the supply of Latino C-Suite executives prepared for corporate board service and lead with research-based reports and thought leadership.

JOB SUMMARY

As the Manager of Member Engagement, you will work closely with the Vice President of Demand & Talent Services and other senior team members, to build and execute LCDA's engagement strategy with members and board influencers. Together with the VP, support in planning and preparing the board's Ad Hoc Member Engagement Committee calls, taking minutes, executing on follow up deliverables, and drafting committee reports to the board. The manager is also expected to work collaboratively with our cross-functional teams to deliver on individual and organizational work plans as needed.

OVERALL DUTIES & RESPONSIBILITIES

- Launch and manage member in-person and virtual networking and engagement via LCDA's new community platform. Build an online member community that elevates and grows the brand and impact of LCDA through the injection of timely information, resources, and calls to action.
- Build relationships with members, learn their profiles, and their priorities for paying it forward. Integrate those priorities that align with LCDA's and its foundation.
- Serve as Liaison to state/regional member councils and be a resource to integrate them into LCDA's (and its foundation's) overall activities.
- Support LCDA's board search work, particularly with key influencers such as search firms, private equity, and venture capitalist, among others. Strengthen or establish new relationships with such influencers.
- In partnership with key team members, leverage membership by engaging with them on their board connections and contacts on public company boards to advance LCDA's demand strategy.
- Support member recruitment efforts.
- Support event logistics for in-person and virtual membership events, likely to take place quarterly.
- Effectively and proficiently utilize the organization's database, project management tool, software, community platform, and other technologies for greatest reach and impact.

SKILLS & QUALIFICATIONS:

- Bachelor's degree; masters highly desired.
- Minimum of 4-6 years' of demonstrated experience in member, community or volunteer engagement, diversity, and inclusion, and or leading campaigns or enterprise-wide strategies.
- Exceptional customer service and comfort engaging with senior business executives including but not limited to CEOs, corporate directors, private equity/venture capitalists, and other senior executives in business.
- Has passion for advancing and promoting community and is motivated by diverse, mission-based organizations and cultures.
- Strong writing, communications, and analytical skills, with the ability to develop messaging and deliver information to a diverse audience.
- A self-starter and self-motivated professional, who is creative and entrepreneurial; enjoys creating and leading new initiatives, processes, or ideas.
- 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 professional responsibility.
- Proficient in MS Office Suite of programs (Excel, PowerPoint, Word); Google docs, and some database and project management experience desired.
- Ability to work or adapt to LCDA's operational tools including but not limited to Monday.com, BoardEx, Mighty Networks and MemberLeap.
- Bilingual in Spanish and English a plus.

Interested candidates must be comfortable working remotely, as well as meeting in-person a minimum of 2-3 times a year for team meetings and LCDA-sponsored events.

SALARY RANGE: \$55K-\$75K; Depending on skills and experience; full-time, remote work

PLEASE SEND RÉSUMÉ AND COVER LETTER 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.