

JOB ANNOUNCEMENT
DIRECTOR, 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 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. 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.

OVERVIEW OF ROLE

The Director of LCDEF's BoardReady Institute (BRI) is responsible for directing the day-to-day operations of the BRI core, BRI/Next and BRI Pathway programs. 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. Director also oversees the compiling and tracking of the outreach, review, and selection process of LCDA's Executive Member candidates for Director. This position reports to the Vice President of Programs & Operations.

The following details the duties and responsibilities of this position:

- Manages the day-to-day operations of LCDEF's BoardReady Institute (BRI) programs including, BRI core, BRI/Next and BRI Pathways.
- 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.
- Manages prospective and LCDA Executive Member profiles and ensuring they are up to date and posted accurately in association's Member Portal.
- Directs the schedule and participation of onboarding sessions for New LCDA Executive Members.
- Directs the virtual and in-person programming sessions, networking events, and mentoring circles associated with the BRI.
- Directs leadership and board-ready education programs as part of BRI Pathways for partner organizations and their ESG groups, members, or constituency. May include designing program content, collateral material, setting up and handling program registration, and/or coordinate continuing education credits as needed.
- Manages the tracking completion of BRI core program sessions by LCDA Executive Members for BRI Certification purposes.

- Ensures evaluation tools are developed and disseminated among participants, speakers, and faculty. Compile survey/evaluation data and prepare for sharing with LCDEF program committee and board. Integrate findings as needed.
- Manages the outreach, education, and review process of LCDA Executive Member candidates.
- 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 logos, member profiles, and overall writes.

Cross-Functional Support:

- Collaborate with LCDA's Marketing team to promote Executive Member announcements on social media.
- Collaborates with the work of LCDA/LCDEF's cross-functional teams as needed for virtual and in-person events as needed.

QUALIFICATIONS

- Minimum of 6-8 years' experience with demonstrated skills, knowledge, and experience in program and or event management related to leadership development, executive member education or professional development.
- 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, or ideas.
- Strong presentation, communications, and writing skills.
- Comfortable coaching and giving feedback and advise on professional development goals.
- Proficiency in MS Office Suite of programs (especially Excel and Power Point).
- Proficiency in CMS databases.
- Commitment to working with shared leadership and in cross-functional teams.
- Experience in the association or not-for-profit sector preferred.
- Ability to travel within U.S. 2-3 times per year.

SALARY: Negotiable depending on skills and experience; full-time role (40 hours a week)

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

PLEASE SEND COVER LETTER & RESUME OF QUALIFICATIONS TO:

Carmen T. Joge at cjoge@latinocorporatedirectors.org