



Regional Programs Director

Reports To: Chief Programs Officer

FLSA: Exempt, Full-time

Location: Northeast Region - US

Salary: \$75,000 - \$85,000

DESCRIPTION

Assisting the Chief Programs Officer (CPO) in leading and directing the Leadership Development Programs of an assigned region to include Business Development, client and intern relationship management; working in partnership with CPO on implementing and monitoring goals and metrics; with some supervising and staff development activities. To apply, send your resume and optional cover letter to jgolden@INROADS.org.

KEY RESPONSIBILITIES

- Lead in the management of leadership development programs.
- Develop relationships with key stake holders, and assist in the oversight of regional operations and staff activities to help achieve growth for established program goals in collaboration with department leaders (including Strategic Account Management/Business Development, National Talent Acquisition Group, Fund Development and Alumni Relations teams).
- Collaborate with learning and development to design and execute curriculum to meet coaching and ongoing Leadership Programming needs.
- Responsible for select aspects of fiscal management, including identification of initiatives to improve operating efficiencies and reduce costs.
- Integral involvement in the development, leading and implementation of strategic and tactical objectives in direct alignment with enterprise goals and annual operating plan for profitability.
- Supporting efforts to create, support and implement fund development strategies.
- With the support of CDO, manage, coach and develop staff with particular focus on intern servicing.
- Cultivate industry- and client-specific knowledge to enhance leadership development programs and intern coaching support.
- Maintaining positive intern relationships with existing interns through timely management of intern requirements and proactive conflict resolution.
- Collaborate with staff to ensure intern coaching, advising, retention and conversion standards are met.
- Foster positive community relations in support of philanthropy programs.
- Sponsor local community events that advance mission, vision and goals of INROADS.
- Assist and support CPO as needed.
- Collaborate with Director of Alumni Engagement and support Alumni activities.

QUALIFICATIONS

- Bachelor's degree (BS or BA); advanced degree preferred.
- Minimum of 6 years of management-level experience required with demonstrated business operational leadership experience and familiarity with learning and development for early career.
- Relationship management – Demonstrated abilities in customer and vendor relationship management, including selling skills, investigative problem solving and negotiation techniques.
- General understanding of P&L statements.
- Demonstrated supervisory experience preferred, preferably in virtual environment; ability to develop high-performance teams.

QUALIFICATIONS CONT'D

- Leadership skills, including team building, change management, coaching and conflict resolution for personal development.
- Presentation skills and the ability to prepare and communicate statistical data and to convey operational requirements to staff, leadership team, local and regional board of directors.
- Demonstrated analytical, communication, negotiation, relationship management and customer service skills.
- Demonstrated ability to communicate effectively to a diverse group of staff and clients.
- Microsoft Office and CRM skills required.
- Must be able to travel 3% within regional footprint.

COMPETENCIES DESIRED

- Leadership acumen
- Proven account management experience
- Integrity
- Strategic agility
- Ability to develop high-performing teams (staff/volunteers)
- Leads change
- Passionate about customer service (internal/external)
- Inspires a sense of urgency
- Creative problem solving
- Action-oriented
- Resourceful
- Effective communication skills

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