

The Program Manager will support the programs and initiatives that fall under CUP Leadership Institute and work in the areas of leadership and professional development programming, curriculum development, event production, analysis and evaluation and alumni engagement.

As Program Manager, you will serve as a member of CUP's Program and Events team, and will report to the Managing Director. The Program Manager will be a key thought partner to the Managing Director of Programs and will be responsible for managing the day-to-day operations of CUP's Leadership Institute programming, including but not limited to the Executive Leadership Program, Fellows Program, Member Trainings and Mentoring Initiatives.

Duties and responsibilities of the Program Manager include but are not limited to:

Program Management

- Working with Managing Director to curate program curriculum and identify academics, thought leaders, industry experts, trainers, and senior business leaders for facilitation of trainings
- Facilitating the Leadership Institute program application processes, including organizing interviews and organizing application materials
- Overseeing CUP's A Seat at the Table board matching program, including facilitating introductions between members and nonprofits and tracking board placements
- Coordinating and executing professional development programming, trainings and leadership opportunities, ranging from small, intimate trainings to large networking receptions and multi-day conferences, including scheduling, communications, coordinating and planning with hosts, speakers and facilitators, facilitating workshops, and ad hoc activities

Knowledge Management

- Maintaining program participant and alumni database, including collecting and analyzing feedback from program participants, tracking department metrics, and performing ad hoc research projects that will assess program impact
- Remaining informed of emerging topics, trends and technologies in the leadership development space

External Relations

- Seamlessly and tactfully communicating between program participants, corporate partners and vendors to ensure delivery of quality professional development events and programs

Required Knowledge, Skills and Abilities

- Minimum of a BA, MA Preferred
- 2-4 years of work experience with a background in event planning, program and project management, leadership development, and/or alumni relations
- Computer and database management skills including proficiency in Microsoft Office; experience with C-Vent, Salesforce.com and Survey Monkey a plus
- Excellent verbal and written communication skills with exceptional attention to details

Council of Urban Professionals

- conscientious in adhering to deadlines and deliverables
- A high-level performer with the ability to be proactive and respond rapidly to changing conditions in a fast-paced environment
- Highly collaborative with an appreciation of the benefit of a multidisciplinary team approach
- Strong and creative problem-solving skills
- Ability to work flexible hours, including evenings and weekends as needed
- An independent thinker who can bring the initiative, flexibility, organization, creativity, energy, discipline and commitment needed to support the organization

How To Apply:

To apply, please send cover letter, resume and salary requirements to hr@cupusa.org. Please include “Program Manager” in the email subject line.

About the Organization

The Council of Urban Professional’s (CUP) mission is to connect, empower, and mobilize the next generation of diverse business and civic leaders because we believe that inclusive leadership drives business success and can change the world. CUP works with rising stars who have proven that their talent, skills, and character are equal to the task of executive management; women and people of color who have demonstrated the ability and the ambition to succeed at the highest levels of leadership. We offer them role models, tools, contacts, mentorship – and inspiration – to accelerate their advancement to the next level. Operating in New York and Los Angeles, we deliver (1) compelling skill-building programs focused on accelerating careers and enhancing visibility, and (2) curated groups of top diverse professionals for impactful conversations and networking opportunities that result in community building, thought leadership, business development and provide a platform for recognizing diverse talent and inspiring service. For more information, please visit CUP’s website at cupusa.org