

JOB ANNOUNCEMENT

SENIOR DIRECTOR, PROGRAMS & EVENTS

(Remote Work)

The Latino Corporate Directors Association (LCDA) is a membership-based organization of US Latinos at the highest levels of corporate governance and business leadership. Our mission is to develop, support, and increase the representation of US Latinos on corporate boards.

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 Senior Director (SD) of Programs & Events is responsible for leading the day-to-day operations of both LCDA and LCDEF educational programs and events offered to members and key stakeholders. The SD oversees, leads, and collaborates with the Senior Programs Manager to ensure program objectives, curriculum management, member engagement, and participant learning goals are in place, measured, and evaluated for impact. The SD also oversees and directs, in collaboration with the Events Manager, all things events logistics, planning, on-site management, post-event follow-up and recap, and evaluation. The SD oversees all reporting to the boards and their committees on all things related to the organizations' programs and events.

This position reports to the President & CEO which includes responsibility for representing LCDA and LCDEF externally as requested.

OVERALL DUTIES & RESPONSIBILITIES

The role involves leading the creation and execution of LCDA and LCDEF corporate governance and leadership programming and events, including LCDA's Annual Board Leaders Convening, LCDEF's BoardReady Institute (BRI) programs held twice annually in the spring and summer, and virtual programs and educational content designed for aspiring and corporate directors. This position oversees the development and achievement of annual programming and event goals, manages timelines and calendars, evaluates performance metrics, and ensures overall effectiveness. Additionally, responsibilities include managing program and event budgets, maintaining a steady revenue stream from program fees, and effectively containing costs.

Programming

- Directs, designs, and oversees the management and curriculum of the board-ready and director education programming (in-person or virtual) in corporate governance in collaboration with the

foundation's board Programs Committee and program partners. This includes regular refinement of program curriculum, designing new tailored programming content and or collateral material based on market demand.

- Leads communication and engagement with faculty across all programming needs.
- Ensures all marketing, registration, and event logistics are well coordinated to target and grow the overall engagement and annual participation rates of its participants.
- Directs the management of educational resources and corporate governance libraries online and on internal platforms including MemberLeap, Monday.com, and Mighty Network.
- Directs partnership fulfillment and relationships that support the work of LCDA and LCDEF's programming, including coordination with the marketing team.
- Acts as liaison to the boards and specifically, the LCDEF Programs Committee, including compiling all necessary reporting briefing materials and disseminating them in a timely manner.

Annual Convening

- Oversees and produces the Annual Board Leaders Convening, along with CEO, including:
 - Lead the Convening team and support the Convening Planning Committee with speaker, moderator, panelist, and honoree outreach, sustaining session creation, communications, and confirmations.
 - Lead in the creation of content and theme ideas for Convening sessions, including briefing memos for each session.
 - Create lead-in outreach communication to drive registrations to the Convening.
 - As needed, directs weekly calls, committee calls/meetings, and in-person, on site during the Convening.
 - Create post-event communications and acknowledgements.
- Leads partner relations as it pertains to program offerings as part of the Convening.
- Directs and collaborates on the production of Annual Convening's pre- and post marketing pieces program book, event app, and other branded run of show graphics and external, event communications with the marketing team.
- Manages consultant(s)/contract support in key event areas such as production, registration and on site support.
- Manages and ensures fulfillment needs of event partners.

Regional & Virtual Events

- Oversees the management of event logistics for LCDA and LCDEF virtual and in-person member meetings and networking events.
- Manages virtual programs and overall engagement of speakers and participants, including evaluation of sessions.
- Collaborates on marketing and amplification strategy for virtual sessions.
- Manages and ensures the fulfillment needs of regional event partners.

QUALIFICATIONS

- Minimum of 10+ years of professional experience with a proven track record in program management, specifically in leadership development, executive education, or professional development programs. Experience in corporate governance is highly desirable.
- Demonstrated ability to lead and manage executive programs, ensuring alignment with organizational goals and effective execution.

- Event management expertise, particularly in delivering high-touch, high-impact events that prioritize audience engagement and seamless production.
- Vendor management experience, including coordinating with event contractors and vendors in hospitality, registration, food and beverage (F&B), production, and audio visual (AV) desired.
- Lifelong learner who is willing and able to learn new subject matter and integrate it into programming.
- Strong collaborator and liaison with external organization partners, program sponsors, and senior executive team members.
- Self-motivated with detail-oriented, time management, and problem-solving skills.
- Entrepreneurial mindset with a knack for developing and implementing new initiatives, innovating processes, and creative solutions.
- Strong presentation, communications, and writing skills to effectively engage and inform stakeholders at all levels.
- Comfort and skill in coaching and providing constructive feedback to professionals, with a focus on developing leadership skills and achieving individual growth.
- Advanced proficiency in Microsoft Office Suite, particularly Excel and PowerPoint, as well as Google Workspace.
- Experience with Content Management Systems (CMS) and project management platforms such as Monday.com, with the ability to quickly adapt to and master new technologies.
- Experience in the non-profit or association sector is preferred, with an understanding of its unique challenges and opportunities.
- Bachelor's degree; with a Master's degree highly desired.
- Ability to travel within the US 4-5 times per year.

SALARY: \$90K-\$130K plus generous benefits package; depending on skills and experience; full-time, remote work.

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.

LCDA-LCDEF Core Values	
★	Excellence: Catalyze a culture of where we seek superior quality of outcomes.
★	Innovation: Champion a culture of continuous improvement in every facet of our work.
★	Collaboration: Embrace creating together with our community of stakeholders.
★	Accountability: Exemplify integrity, honesty, and respect in all endeavors.
★	Openness: Nourish an environment where ideas are welcome.