Program Director, African American Leadership Development Program (AALDP)
*Full-Time position*

Location: 3458 Reading Road, Cincinnati, Ohi 45229

**Reports to:**
This role reports to the VP of External Relations

**Department:**

External Relations

**Manages:**

N/A

**Position Overview:**
The **Program Director of the African American Leadership Development Program (AALDP)** is responsible for managing and expanding a premier leadership development initiative designed to empower African American professionals. This role requires a strong focus on cultural competency, community engagement, program logistics, and corporate sponsorships. The Program Director will work closely with corporate partners, participants, and internal stakeholders to ensure the program’s success in fostering the next generation of African American leaders.

**What you’ll do:**

***Program Development & Execution***

* Oversee the recruitment, selection, and onboarding of program participants.
* Develop and manage the AALDP curriculum, ensuring content aligns with leadership development goals and reflects African American leadership challenges and opportunities.
* Identify and engage speakers, facilitators, and mentors to enrich program content.
* Plan and execute program sessions, events, and retreats, ensuring a high-quality participant experience.
* Monitor and evaluate program impact, implementing improvements as needed.

***Community & Stakeholder Engagement***

* Serve as a liaison between the program, corporate partners, community leaders, and alumni.
* Strengthen connections with African American professionals and leadership organizations in the region.
* Activate and engage the AALDP Alumni network.
* Represent AALDP and the Urban League at events, meetings, and speaking engagements to increase visibility.

***Corporate Partnerships & Fundraising***

* Build and maintain relationships with corporations, businesses, and community organizations to secure sponsorships for employee participation.
* Develop and execute fundraising strategies to sustain and expand the program.
* Collaborate with the Urban League’s development and external relations teams to cultivate donor and sponsor relationships.
* Ensure sponsorship agreements are fulfilled, providing necessary reports and engagement opportunities for funders.

***Logistics & Operations***

* Manage program budgets, reporting, and operational planning.
* Oversee scheduling, venue selection, catering, materials, and other logistical needs.
* Coordinate with internal Urban League teams to align AALDP with organizational goals.
* Utilize technology and data management systems to track participant progress and program outcomes.

**What you’ll need:**

* Bachelor’s degree in business, education, social sciences, leadership development, or a related field.
* Minimum 5 years of experience in program management, leadership development, corporate engagement, or fundraising.
* Strong knowledge of African American leadership, culture, and community challenges.
* Proven ability to develop and maintain corporate partnerships and secure funding.
* Excellent public speaking, facilitation, and communication skills.
* Experience in event planning and program logistics.
* Ability to manage budgets and program finances effectively.
* Strong interpersonal skills, with the ability to inspire and mentor participants.

**Nice to haves:**

* Established network of corporate, civic, and community leaders in the Greater Cincinnati region.
* Experience working in a nonprofit or mission-driven organization.
* Familiarity with leadership development frameworks and curriculum design.

**Key Competencies:**

* **Cultural Competency:** Deep understanding of African American history, culture, and leadership dynamics.
* **Fundraising & Business Development:** Ability to secure funding and build long-term partnerships.
* **Leadership & Mentorship:** Passion for guiding professionals in their leadership journey.
* **Strategic Thinking:** Ability to align the program with broader community and organizational goals.
* **Project & Event Management:** Strong skills in coordinating multiple moving parts.
* **Effective Communication:** Ability to engage with diverse stakeholders, from executives to grassroots leaders.
* **Resilience & Adaptability:** Ability to navigate challenges and adapt to program needs.

**Working environment:**
This full-time, in-person position based in Cincinnati, Ohio. The role requires a blend of office-based work and community engagement, including local travel and occasional evenings and weekends. Activities involve regular computer use, meetings, and presentations, as well as occasional physical tasks such as setting up events. ULGSO is dedicated to accommodating individuals with disabilities to ensure that all staff can perform essential job functions.