Position Description

Title: Vice President of Programs
Department: Programs
Reports to: Chief Executive Officer
FLSA Status: Exempt
Revised: February 10, 2020

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born, skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

UpGlo seeks a Vice President of Programs who has passion, expertise and insight to create a compelling future for UpGlo’s social impact agenda to integrate unemployed and underemployed foreign-born professionals - including immigrants, refugees and asylees – into the workforce in skilled career tracks aligned with their education and work history. The VP will be a creative leader able to drive both strategy and implementation, and thrive in a dynamic environment with a mix of strategic and tactical work.

This person will manage a complex, geographically dispersed network of offices and satellite operations throughout the US. As the face of UpGlo’s programs, the VP will build networks, support philanthropic investment, and advocate on UpGlo’s impact and for the economic and social integration of foreign-born professionals in the United States.

As a member of the Executive Leadership Team, this position will contribute to the agency’s overall success and build constructive, productive, supportive relationships with key departments across the organization. The ideal candidate will be a creative leader able to drive both strategy and implementation, able to thrive in a dynamic environment with a mix of strategic and tactical work and have a proven track record of building high growth and highly successful programs in a nonprofit organization.

Essential Duties & Responsibilities

1) Program Oversight:
   - Define program goals and subsequent evaluation tools to measure and track program impact on participants and partner organizations.
   - Analyze data on a consistent basis to determine successes and areas for improvement; create related program improvement plans.

*(Note: The general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.)*
- Oversee and manage full-time staff (on-site, remote working out of other UpGlo offices in other cities and telecommuters) to implement effective and results-oriented programs
- Collaborate with Program Directors to set national strategies, informed by regional nuances, and performance benchmarks to reach strategic goals

2) **Program Advancement:**
- Inspire creativity, innovation and continuous learning within and outside the UpGlo network.
- Successfully integrate and leverage online technology and learning platform to optimize balance between efficiency and sustainable placement results to reach desired targets
- Develop employer partnership strategies and maintain UpGlo’s competitive advantage among a wide range of employment partners through high-touch relationship management. In collaboration with the curriculum development team and development team, identify areas of opportunity to provide “best-in-class” e-learning curriculum
- Set expectations and monitor program implementation for standardized elements such as orientations, workshops, coaching sessions, and the like
- Complete other duties and/or projects as assigned

3) **Program Development:**
- Partner and collaborate with Vice President of Advancement and grant team to identify and ensure sustained and increased revenue sufficient to meet strategic plan goals
- Co-design projects and program innovations with partners and work with grants team to draft
- Develop monitoring and evaluation frameworks aligned with achieving UpGlo’s mission

4) **Stakeholder Engagement:**
- Build and maintain a strong brand through thought leadership and relationship management activities, including speaking at industry events, consulting services to partners, writing blog posts, and engaging/networking with clients, and partners.
- Positively position UpGlo in the workforce system, technology for good space, and amongst employers.
- Build exceptional partnerships and relationships within UpGlo and with external corporate and private donors, stakeholders and NGO partners result in new opportunities for job seekers.

5) **Financial and Contractual Management:**
- Maintain oversight of all operational functions with a view to driving efficiency, impact and collaboration; ensure compliance with all regulatory, legal, and funding requirements.
- Manage and oversee the department budget

**Knowledge and Skills Required**
- Master’s preferred
- Seven (7) plus years of senior management experience in a nonprofit organization with demonstrated success in a multi-site regional or national nonprofit.
Extensive knowledge and experience in workforce field and familiarity with immigrant needs for workforce success.

Demonstrate passion for UpGlo’s mission, cultural sensitivity and empathy for others.

Ability to contribute to the organization’s growth and initiative of building a learning culture.

Possesses financial and program management acumen, proven team-building skills, and the ability to create good processes and systems, sustainable solutions and accountability.

An entrepreneurial ability to seize and manage strategic opportunities.

The ability to be strategic and hands-on and to see the big picture and to implement programs accordingly.

Ability to use and analyze data to drive program evaluation and management.

Skilled in team management and coaching A-players to achieve more and coaching/managing B-players to the next level.

Successfully manages project implementation and change management.

Flexibility to work evening events and occasionally weekend sessions.

Interested candidates should send a resume and cover letter with salary expectations to HR@upwardlyglobal.org with VP of Programs in the subject line.