



A resource for skilled immigrants.

An opportunity for America.

Position Description

Title: Director of Women's Economic Power

Reports to: CEO

Employment: Full Time

FLSA Status: Exempt

Location: Remote

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 and holistic approach to 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 nationally and out of four major US markets. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

About the Initiative:

Upwardly Global—a leading workforce development organization focused on connecting immigrants and refugees to skill-aligned employment—aims to address and dismantle systemic barriers that immigrant women of color face to economic power. Upwardly Global proposes to dismantle oppressive structures and systems in order to liberate women of color and unleash their economic potential.

Working collaboratively over the next three years, GCIR and Upwardly Global will work to build economic inclusion and social power across class, industry and geography for immigrant and refugee women of color through movement building, skilling, investing in networks, and narrative work.

More broadly, the work also seeks to shift the narrative on immigrant and refugee women's power, influencing company culture to ensure corporate diversity/equity/inclusion initiatives are inclusive of and advance immigrant women of color.

Position Overview:

We are seeking an expert in gender and economic programming and culture work to lead and steward Upwardly Global's women's economic empowerment initiative. The Women's Economic Power Director (WEPD) will be responsible for building a strategy and narrative around this work along with an ecosystem of partners to advance immigrant workers. The WEPD will create a movement that bridges across industry, geography and occupation to define, organize around shared objectives, such as equal pay, job quality, ending sexual violence in the workplace and support for mothers in the workplace. This is a great opportunity for someone with deep gender, economic, power-building, racial justice, strategy and project management experience looking to work alongside a passionate team.

Essential Duties and Responsibilities:

1- Capacity-development, thought leadership:

- The specific tasks under this area of responsibility may include the following, and conducted in partnership with the CEO:
- Articulate a vision for women's economic power building and liberation that increases women's participation in program/movement building, advancement in/to thriving-wage careers, accumulation of wealth, and choices around work
- Conduct participatory gender audit and build women inclusive and transformative programming

at Upwardly Global, using gender and power analysis and an intersectional approach. This includes building e-learning content, program design, and monitoring and evaluation framework.

- Strengthen capacity and train Upwardly Global staff, partners, volunteers, etc. in order to advance women/gender responsive and transformative programming and movement building.
- Conduct research, analysis, and draft thought leadership pieces on how to advance women's economic power.
- Led Upwardly Global's narrative and culture work by launching campaigns around women's economic power to influence industries and corporate culture.
- Advise on UpGlo technology tools to ensure responsible AI and ensure inclusion

2- Partnerships and networking for women's economic power:

- Organization of and/or participation in meetings, workshops with stakeholders to identify and develop areas of cooperation and partnership.
- Building mechanisms for peer-to-peer power-building, organizing across women's stakeholder groups
- Build and connect to an ecosystem of partners to advance immigrant workers. movement that bridges across industry, geography and occupation to define, organize around shared objectives, such as equal pay, ending sexual violence in the workplace and support for working mothers. Efforts should build on work and partners already in this space;
- Support capacity building for grassroots groups to center women's economic power building and shift harmful gender narratives

3- Development and management of actions towards women's economic power:

- Cultivate, build and coordinate across women's groups joint campaigns and actions to advance shared goals around advancing women's economic power.
- Facilitate working groups and a series of consultations with immigrant women's groups to identify specific concerns and joint solutions
- Provide technical guidance or support the identification of relevant design features, actions for US workplaces.
- Cultivate, build and coordinate across women's groups joint campaigns and actions to advance shared goals around advancing women's economic power.

4- Project Management:

- Execution on project work plan, meeting deadlines in a high-impact environment;
- Informing and contributing to consultations with key stakeholders
- Ensuring fluid, seamless and timely information flow to the CEO and other stakeholders
- Handling tactical issues independently, making decisions accordingly and consulting with the CEO as needed.
- Escalating strategic issues and decisions to the CEO after weighing available options and suggesting the best course of action.
- Supporting documentation and the sharing of lessons on gender and advocacy
- Managing and maintaining relationships with community leaders, women's rights organizations, local NGOs and other community-based organizations

Key Deliverables:

- Quarterly and Annual Action Plan progress reports;
- Framework to increase the number of women served; improve outcomes for women; build out women-specific content and strategies, train staff on how to implement, ensure quality control, lessons learned and amplify the work to influence practice change.

- Framework for how workforce partners can better serve women across skill levels.
- Narrative toolkit; capacity building tools. Communication materials to promote women's economic empowerment- inclusive approaches in the US job market, briefs or documentation of best practices.
- At least two case studies demonstrating efforts towards women's economic power and best practices
- At least two training modules developed including; (i) women-sensitization and gender concepts; and (ii) gender mainstreaming practices in the US job market
- At least two knowledge or learning events to promote women's increased access to professional jobs including; policy dialogues; seminars; workshops or other similar activities
- Data collection formats and checklists for collecting gender specific data and information required for reporting against gender gap indicators
- Focus Group Discussions (FGDs) and Consultations with women to ensure their concerns and needs are addressed during the project construction and operational phase

Knowledge and Skills Required

- Bachelor's degree in a related field required. Master's degree is a plus (Gender Studies is highly desirable). Foreign qualification will be considered an added advantage.
- At least 10 years of relevant experience including a minimum of 5 years of experience in a similar role is highly desirable
- Ability to deal sensitively in multi-cultural environments and build effective working relations with clients and colleagues
- Power-building, movement-building experience with grassroots groups
- Experience with culture change, narrative work or executing on successful, large campaigns
- Knowledge of methodologies and best practices for promoting gender equality, equity and women empowerment in general, including experience with gender audits, program design, technical assistance, and/or content development
- Ability to lead strategic planning, results-based management and reporting;
- Facilitate and encourage open communication and effective communication
- Builds strong relationships with clients, focuses on impact and results for the client and responds positively to feedback
- Compelling communication (verbal and written) skills, including ability to prepare reports, formulate and defend sound recommendations and articulate options concisely conveying maximum necessary information
- Excellent interpersonal skills; creativity, and capacity to recognize and respond appropriately to the ideas, interests and concerns of others
- Strong planning, analytical and strategic thinking skills
- Experience with database management required (Salesforce preferred).
- Advanced spreadsheets (Excel) skills required
- A team player who can work independently as well as lead to achieve demonstrable results.
- Non-profit organization and migration experience is desirable

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.



A resource for skilled immigrants.

An opportunity for America.

Salary Range Transparency:

- **Central Region:** \$100,000 - \$110,000 USD per year
- **Eastern Region:** \$105,000 - \$115,000 USD per year
- **Western Region:** \$110,000 - \$120,000 USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

How to Apply:

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with WEP Director in the subject line.