



A resource for skilled immigrants.
An opportunity for America.

Title: Vice President of Programs
Department: Programs
Reports to: Chief Executive Officer
FLSA Status: Exempt

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 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.

About Jobversity

Jobversity is an Upwardly Global initiative which aims to scale our 20+ years of knowledge, expertise, direct service experience, digital tools and resources to the broader ecosystem of immigrant and refugee serving agencies – equipping the field to better address the unique workforce development and inclusion barriers faced by internationally-trained professionals. We provide employment readiness training, tools, and consultation to individuals and providers in the public workforce system who are outside of Upwardly Global's direct service customers and for a fee.

Position Overview

The Vice President of Programs (VP Programs) will work closely with the CEO to drive program strategy and implementation with a focus on growing Jobversity and Employer Partnerships to help Upwardly Global achieve scale, based on our successful direct service innovations.

The VP Programs will serve as a critical member of the Executive Leadership Team, supporting the culture of Upwardly Global, advising on strategic decisions, and collaborating to achieve organizational and cross-team goals. In collaboration with the CEO; the VP Programs will co-create strategy, align, learn and set the program team up to achieve results towards the organizational strategic vision. The VP Programs will co-create strategy, metrics, and work plans for all critical program areas, and oversee Jobversity, Employer Partnerships and Direct Service departments in Programs; as well as special projects.

(e 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.

Essential Duties & Responsibilities

Program Strategy & Innovations:

- In Partnership with the National Directors, co-create and execute on high quality business strategies for responsible, dynamic scale, ensuring alignment with short-term and long-term objectives and integrity of the work
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Analyze problematic situations and occurrences and provide solutions to ensure organization survival and growth
- Provide the Products Manager with a clear strategy for UpGlo's innovation products in Jobversity and Employer Partnerships, oversee the development of the design and work in close partnership to bring product solutions to life.
- Develop and execute on go-to-market strategies and pricing for UpGlo's innovation products
- Oversee the development of innovative and scalable cross-sector programs that further economic inclusion of immigrants and refugees
- Set vision to inform the national direct employment services strategy, including outreach efforts, career coaching, skill building programs, and strategic volunteer engagement to meet immigrant and refugee job seeker needs
- Lead the direct service team into a national center for innovation, incubation, and learning, setting standards and informing national scale strategy.
- Ensure adequate monitoring & evaluation with emphasis on integrated feedback loops between Employer Partnerships, Jobversity and Direct Service initiatives. Responsible for ensuring the learnings, data management, and success of each initiative are considered in concert, mutually reinforcing one another.

External and Board relations

- Raise the agency's profile through external communications and thought leadership; speak at several conferences annually
- Stay abreast of developments in workforce and the U.S. job market and Ed-tech sector; share strategy with Board and leadership
- Help to promote and diversify funding through effective resource cultivation and stewardship at an organization with a healthy mix of government funding and private philanthropic support

Internal Organizational Leadership

- Act as a thought leader, share strategic initiatives with the respective National Director and empower him/her to initiate strategic initiatives and fully participate in the decision making process

- Foster a learning and cooperating organization across all staff and participate in quarterly Strategy Reviews.
- Support the organization in fostering a culture of inclusion and belonging.
- Work in partnership with the CEO/President to ensure the delivery of qualitative and quantitative goals and outcomes of programs and services while ensuring the work is jobseeker centric.

Supervision

- Directly supervise and coach national program directors; working closely with senior program staff to build their skills and confidence to work independently.
- Determine staffing plans in partnership with the VP of People & Culture and EVP of Operations to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Clarify goal setting accountability & ownership across programs
- Build muscle within programs for learning culture based on evidence, experience, and diverse perspectives that translates into an assessment protocol to determine the feasibility and sustainability of programs as well as lead to more effective and efficient service delivery.

Key Stakeholder Engagement

- Convert programmatic relationships into strategic organizational relationships.
- Support team to achieve the annual program goals by overseeing large external employer partnerships, funding and field partnerships that can help meaningfully scale programs; Monitor emerging needs among clients, government, philanthropy, and employers.
- Oversee major Jobversity advancements and relaunch projects including targeting new clients and stewarding existing major partners to help convert program partners into organizational/strategic partners.
- Convert program relationships into funding relationships.
- Respond to government and foundation requests for proposals and applications in partnership with development and senior staff; coordinate planning and activities necessary for development of model program designs in response to RFPs and RFAs.

Data driven implementation and improvement

- Coordinate and analyze the appropriate data to inform the programmatic decision-making process.
- Use the existing platforms of Asana and Salesforce to increase UpGlo's efficiency, transparency, and collaborative efforts among teams.
- Ensure fluid, seamless and timely information flow to CEO, ELT and internal stakeholders.

Knowledge & Skills Required

- Bachelor's degree required, Master's preferred
- Passion for UpGlo's mission
- Strategic, a problem-solver; proven work-experience in scaling tech innovations; and executing on go-to market strategies
- Extensive knowledge and experience in workforce field and familiarity with immigrant needs for workforce success
- Track record of measurable program results in growth organization
- Ability to use and analyze data to drive program evaluation and management
- Tapping new sources of funding through program innovation
- Successful integration of technology for improved results
- 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
- Strong leadership skills and passion for DEI and belonging

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.

Salary Range Transparency:

- **Central Region:** \$125,000 - \$135,000 USD per year
- **Eastern Region:** \$135,000 - \$155,000 USD per year
- **Western Region:** \$140,000 - \$160,000 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 VP of Programs in the subject line.