LEAP (Leadership Education for Asian Pacifics) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: Developing People, because leaders are made not born; Informing Society, because leaders know the issues; and Empowering Communities, because leaders are grounded in strong, vibrant communities.

Guided by the philosophy: “Keep Your Values. Develop New Skills.®”, LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About the Role

LEAP is seeking a Director of Leadership Programs to join our growing team and lead our leadership programs team. In this role, our ideal candidate will successfully manage our growing program portfolio, lead growth and execution of new programs and services, provide coaching and consulting services, and oversee quality and curriculum development for existing programs and services. This role demands the ability to seamlessly interact with, and navigate, various sectors and industries, as well as multiple leadership levels. This role requires the ability to facilitate experiential, hands-on learning in small-group environments to presenting content in large group settings. Our ideal candidate will bring a lens to the role that is rooted in an Asian or Pacific Islander culture and intersected with competencies in diversity, equity, and inclusion and as well as culturally focused programming and leadership development. Additionally, our ideal candidate will be visionary and creative yet grounded and practical with the ability to pivot quickly, apply a high standard of quality, communicate effectively, and convey a positive attitude. The role requires strong interpersonal and communication skills, resourcefulness, and comfort with a highly demanding, multi-tasking work environment.

Role and Responsibilities

Program Leadership & Management:
- Develop and implement strategy for all LEAP leadership programs including:
  - review, update, design and deliver new and existing LEAP programs and services; develop and apply standards of program delivery and coordination to all training staff; training update current content and design; ensure development and delivery of culturally effective training materials in collaboration with adjunct faculty/trainers, and other programs staff.
- Facilitate and deliver LEAP programs to a broad cross section of participants
Director of Leadership Programs

- Develop and implement new programs as needed or funded
- Manage the Program Coordinator in the project management, scheduling, and execution of leadership programs
- Manage relationships with adjunct faculty/trainers and executive coaches
- Ensure ongoing programmatic excellence and effective delivery of services through focus on research and innovative training and development processes and curriculum
- Seek knowledge on Asian and Pacific Islander community needs, challenges and opportunities
- Serve as organizational thought leader on leadership development and nonprofit capacity building programs
- Actively use research and data to share impact and learnings from LEAP programs with the broader staff, sponsors, donors, Board of Directors, adjunct faculty/trainers, and community
- Develop, coach, and retain team members
- Recruit, hire, coordinate, and manage adjunct faculty/trainers

External Relationships:
- Expand revenue generating and fundraising activities to support new and existing programs and the growth of LEAP
- Nurture and expand LEAP’s existing relationships and develop new client, funder, and partner relationships

Knowledge Management:
- Work with staff to develop necessary systems, processes and tools to ensure consistent, high-quality project management to better support the facilitation, collection, and sharing of knowledge that is generated by the programs
- Ensure that key project outcomes are evaluated and leveraged for maximum organizational and participant impact
- Actively participate in LEAP staff meetings and other strategic and administrative projects
- Contribute to effective communications and project management, including developing or contributing to client and partnership proposals, program/grant reports, and conference presentations
- Contribute to the development of inter-team cohesiveness and management of culture change
- Manage Program Coordinator and team with other staff as necessary and/or required
- Perform other duties as assigned

Position Qualifications
- Bachelor degree in organizational psychology, organizational behavior, or related discipline. Advanced degree in organizational psychology, organizational behavior, or related discipline is preferred.
- At least 5-8 years significant experience in learning and
Director of Leadership Programs

development, organizational development or related field
• 3-5 years of experience in stand-up training delivery and facilitation with large and small groups, with a strong and inviting presence
• Minimum 3-5 years of organizational consulting experience
• Coaching certification preferred
• Passion for leadership development, diversity, equity, and inclusion, and strong familiarity with the Asian and Pacific Islander community, its issues, needs, challenges and opportunities
• Proactive, self-motivated, resourceful, flexible, and adaptable with the ability to think several steps ahead and anticipate needs and challenges
• Excellent verbal and written communication skills
• Exceptional interpersonal skills, tact and diplomacy with the ability to develop and maintain cooperative and successful working relationships with a diverse range of stakeholders
• Solid understanding of leadership development trends and best practices
• Track record of curriculum design for diverse participants
• Ability to lead, work and thrive in a highly demanding, fast-paced environment with the capability and composure to manage multiple programs, deadlines, staff and budgets
• Ability to exercise good judgment in a variety of situations
• Working knowledge of Apple Mac OS
• Demonstrated skills using Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Doodle Scheduling, Zoom Video Conference, Google Applications (Drive, Forms, Sheets), Dropbox
• Knowledge of project management software, like Trello also a plus
• Must be able to travel regularly (nationally, and possibly internationally)
• Must possess a valid driver’s license, auto insurance that covers business driving, and an automobile for business use
• Must be willing and available to work evenings and weekends according to program delivery commitments, board meetings and event-related scheduling

Compensation and Benefits
• Full-time salary, commensurate with experience and qualifications (extended work hours as needed).
• Excellent benefits including medical, dental, vision, and 401k match
• Flexible work time policy
• Holidays, Sick time, Paid Time Off

Deadline
February 28, 2019 or until position is filled.
Application Procedure

Mail, e-mail or fax a detailed resume, cover letter, sample of designed curriculum and the name, job title, address, and phone number of three professional references to:

Grace Toy  
Senior Vice President of Administration and CFO  
LEAP  
Email: gtoy@leap.org  
Fax: (213) 485-0050

Mail to:  
LEAP  
327 East 2nd Street, Suite #226  
Los Angeles, CA 90012

Cover letter must address the following:  
1) provide specific reasons for applying for this position; and 2) indicate how your experiences and qualifications align with the job requirements.

NO PHONE CALLS PLEASE!

For more information about LEAP, please visit our website at http://www.leap.org