



National Urban League
Director, Urban Seniors Program
New York, NY

Background

The National Urban League is a historic civil rights organization dedicated to economic empowerment, equality, and social justice. Founded in 1910 and headquartered in New York City, the Urban League collaborates at the national and local levels with community leaders, policymakers, and corporate partners to elevate the standards of living for African Americans and other historically underserved groups.

With 90 affiliates serving 300 communities in 37 states and the District of Columbia, the Urban League spearheads the development of social programs and authoritative public policy research, and advocates for policies and services that close the equality gap. At the community level, the National Urban League and its affiliates provide direct services that improve the lives of more than two million people annually to help African-Americans and others in underserved communities achieve their highest true social parity, economic self-reliance, power, and civil rights. The League promotes economic empowerment through education and job training, housing and community development, workforce development, entrepreneurship, health, and quality of life.

Position

The National Urban League seeks a dynamic, energetic, and results-oriented individual as the Director, Urban Senior Job Program. Reporting to the Vice President, Workforce Development, the Director, Urban Senior Jobs Program leads federally, and potentially privately funded workforce grant(s) focused on availing opportunities for or connecting mature workers to meaningful careers. The Director will also be a steward and standard bearer of equity in social justice and its intersection with job accessibility.

Responsibilities

Program Management & Grant Compliance

- Develop an in-depth understanding of the Workforce Development Department and the Urban Seniors Program, ensuring compliance with federal regulations, navigating red tape, and translating complex information for practical use on the ground.
- Successfully manage and secure the renewal of the Urban Seniors Program federal grant; oversee the entire grant management process, from application to execution and reporting, ensuring compliance with federal regulations; track and oversee the performance of grant, ensuring that the program is meeting annual performance measures.

Strategic Thinking & Innovation

- Bring strategic thinking to the role, anticipating challenges, and staying ahead of changes in the landscape as it relates to older adults. Foster an environment that encourages innovation in serving older workers, ensuring the program remains relevant and effective.

- Serve as a thought leader on workforce issues unique and/or inclusive of older workers, as well as other workforce issues. Attend and represent NUL at national consortiums, coalitions, or working groups.

People Management

- Develop and lead a team consisting of 2 program managers and 1 associate, fostering a high-performing and collaborative work environment.
- Manage team's ability to effectively carry out monitoring and compliance responsibilities (funder reports, desk audits, data management, etc.) as well as technical assistance supports (regular site visits, training development, etc.)
- Engage with other divisions and departments within NUL to ensure strong collaborations, effective program delivery, and sharing of best practices.

Relationship Management

- Build rapport with affiliates, understand their strengths and weaknesses, and maintain effective communication to ensure program success.
- Coordinate with local representatives and Urban League affiliates to establish meaningful placements in relevant industries.
- Manage upwards and downwards within the organization, effectively conveying complex information to different stakeholders.

Qualifications

- 5-10 years of leadership experience in workforce development, preferably at a national level; previous experience in public service roles is advantageous.
- Proven success in managing federal grants, ensuring compliance and successful renewals.
- Strong leadership skills for team assembly, fostering collaboration, and ensuring high performance.
- Proficiency in data analysis for informed decision-making and compliance monitoring.
- Experience in effectively managing substantial program budgets and allocation.
- Demonstrated ability to build and nurture strong relationships with affiliates and external partners.
- Conversant and passionate about Equity and its intersection with equity, policy, and advocacy in the area of the national workforce and civil rights.
- An understanding of the impact of race, class, culture, and language on community development success and a commitment to reducing racial inequality.
- Strategic planning skills; ability to anticipate challenges and be innovative in program design.

- Strong communication skills, the ability to convey complex information to diverse stakeholders.
- Excellent writing skills and a strong attention to detail.
- Resilience to handle heavy workloads and navigate a dynamic environment.
- A curious mindset, eager to understand trends and analyze granular data.
- Passion for the organization's mission and ability to connect with diverse personalities.
- Strong critical thinking skills; nimbleness and adaptability, with demonstrated success in managing competing priorities.
- Ability to navigate power dynamics while maintaining effective relationships.

Location

The position is hybrid, with 3 days in-office and 2 days remote. This position will require approximately 25% of national travel.

Salary

This is an outstanding opportunity for an ambitious and mission-driven senior leader to join a highly respected organization. National Urban League is prepared to offer a salary range of 95K-100K. In addition, the National Urban League offers a generous benefits package.

COVID-19 Vaccination Policy

Following extensive monitoring, research, and advice from internal and external experts, the National Urban League has required all full-time and part-time employees to receive the COVID-19 vaccine as a condition of employment as of September 13, 2021. "Fully vaccinated" is defined as both doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine and a booster shot. Anyone unable to be vaccinated, either because of a medical condition or disability or a sincerely held religious belief, can request a reasonable accommodation. Successful applicants for this position must be fully vaccinated.

The National Urban League is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. The National Urban League strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, sex (including pregnancy), religion or creed, national origin, alienage, citizenship, age, sexual orientation, disability, gender identity or expression, sexual and reproductive health decisions or decision making (of employees or their dependents), familial status, marital status, partnership status, genetic predisposition or carrier status, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law. This

policy applies to all National Urban League activities, including, but not limited to, recruitment, hiring, compensation, assignment, training, promotion, discipline, and discharge. This policy also bans discriminatory harassment. Employment at the National Urban League is at-will.

This position description is based upon material provided by the National Urban League, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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