

## From ILA's Leadership Jobs Board:

<https://ilaglobalnetwork.org/jobs-board/>



### Director of Leadership Development Programs

The [Higher Ambition Leadership Alliance](#) (Alliance) is seeking a full-time team member to oversee its suite of Leadership Development programs, including an in-person executive leadership program (HALI) and a virtual program for mid-level leaders (HAL-C).

The **Director of Leadership Development Programs** will act as service line manager to ensure the successful development, enrollment and execution of all Alliance LD programs. The Director will serve as program management lead for the HALI executive development program and will manage a program coordinator for the HAL-C virtual program, partnering closely with the HALI and HAL-C faculty and Alliance leadership team to ensure delivery of world-class programming for our customers.

#### **Key responsibilities:**

##### **STRATEGY AND MANAGEMENT**

- Ensure ongoing focus on the strategic health, mission alignment, and growth and profitability of the Alliance leadership development programs.
- Partner with and support program faculty to ensure quality and excellence in leadership development program delivery and ongoing design improvements. In 2025, engage contract instructional designer and partner with faculty for robust HAL-C redesign and virtual tool selection and replatforming.
- Manage and develop one direct report, a HAL-C Program Coordinator, while also leveraging and managing a broader network of stakeholders and supports
- Schedule and organize program-related meetings and events

##### **PROGRAM IMPLEMENTATION**

- Collaborate with HALI program Faculty and the HAL-C program coordinator and faculty to ensure logistical requirements are in place for each program and work to ensure programs are delivered with excellence, on schedule, within stated budgets, and functioning smoothly
- Create and maintain program records, reports, presentations, and proposals using CRM and other management platforms
- Oversee the use of technology for program operations, such as video conferencing technology, presentation software, website, and other communications technologies Collaborate on marketing and communication efforts (media relations, social media)
- Oversee the selection, customization and launch of a Participant Learning Platform and maintain the platform after launch
- Ongoing support for program growth and development, as necessary

##### **RELATIONSHIP MANAGEMENT**

- Serve as Alliance relationship lead with customers and partners
- Develop strong relationships with leadership development contacts at participating companies; oversee the program enrollment process, confirming participation amongst returning companies and effectively onboarding new companies
- Manage contracting and relationships with multiple outside vendors to ensure participant experience is seamless
- Ensure a high-quality participant experience, including management of all program communications for participants, faculty, and Alliance customers
- Facilitate positive relations between the program team, other Alliance departments, participants, and our customers

**Qualifications:**

- Bachelor's Degree or equivalent experience
- Minimum of 5-10 years relevant experience, including demonstrated experience managing and running leadership programs, participative meetings and/or learning experiences
- Strong project management and relationship management skills.
- Demonstrated experience managing and running virtual programs
- Demonstrated experience managing technological platforms, especially Learning Management Systems (LMS)
- Be able to effectively communicate with and support participants, faculty, and other senior leaders
- Ability to keep composure/professionalism when challenges arise
- Ability to "think on your feet" and problem solve
- Ability to work in a highly collaborative environment while still operating with autonomy.
- Self-starter who is comfortable navigating ambiguity and able to bring structure, process and action
- Personable, the ability to connect with the participants and ensure a positive experience
- Love of continuous improvement learning and practices
- Positive attitude
- Skills: MS Office Suite, Apple Pages & Keynote, Zoom, Salesforce, and Squarespace

**How to Apply:** Send cover letter and resume to [Recruiting@higherambition.org](mailto:Recruiting@higherambition.org)

This is a remote position with a quarterly multi-day onsite requirement. The Higher Ambition Leadership Alliance is an equal opportunity employer. Candidates with diverse backgrounds are encouraged to apply. All applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.