The Executive Leadership Council is the preeminent member organization for the development of global black leaders. Comprised of more than 800 current and former corporate black CEOs, board members and senior executives at Fortune 1000 and Global 500 companies, entrepreneurs leading top-tier firms, and recognized thought leaders. We open channels of opportunity for the development of black executives to positively impact business and communities.

We are currently seeking a Director to join the Philanthropy team located in Washington DC. In partnership with ELC leadership, this candidate will lead the development and implementation of new programmatic models outlined in ELC’s philanthropic strategy – [Build, Grow, Protect!](https://www.prnewswire.com/news-releases/the-executive-leadership-council-announces-build-grow-protect-a-6m-philanthropic-investment-in-sustainable-strategies-to-address-the-racial-wealth-gap-301314094.html#:~:text=Inspired%20by%20the%20events%20surrounding,in%20nonprofits%2C%20creating%20programs%20that) The Director will also be responsible for developing key performance indicators (KPIs) and S.M.A.R.T. goals to effectively monitor, evaluate, and continuously improve programs. The Director must have an unwavering commitment to advancing racial equity and will ensure that it is reflected throughout the organization's programs. This position reports to the Vice President/Chief Philanthropy Officer.

**Essential Responsibilities:**

* Effectively lead the development, implementation, and monitoring of philanthropy programs
* Conduct due diligence and analysis (qualitative and quantitative) to monitor charitable investments/initiatives and ensure intended impact is achieved while remaining within budgetary guidelines
* Monitor and evaluate program effectiveness and implement best practices and changes required for continuous improvement.
* Provide input on policy and process communication and coordinates roll out of program guidelines, grantee application processes, reviewer trainings and other forms of stakeholder support.
* Manages tracking of charitable investments made by and received from partner organizations and ensures accurate programmatic coding and allocations;
* Develop durable relationships with ELC members, member-affiliated businesses and other strategic partners that support philanthropic initiatives;
* Collaborate with internal teams and senior leadership to cultivate key partnerships in support of our philanthropic engagement goals and advancement of The ELC’s overall strategic goals;
* Work closely with Communications team to develop and maintain active communication channels with members, scholars, partners and the public, partially through the creation of quarterly and annual reports that speak to the cumulative impact of our philanthropic endeavors;
* Contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality standards, and safety standards; and
* Perform other duties as assigned.

**Qualifications and Requirements:**

* Bachelor’s degree from an accredited institution with 7-10 years of experience as a grant manager, program officer or comparable experience
* Strong understanding of nonprofit management as it relates to organizational financial health, mission management and fulfillment, as well as how to scale programs
* Experience with workforce development programming for individuals without a college degree (preferred)
* Experience with monitoring and evaluation of programs, including strong data analytics (highly preferred)
* Demonstrated proficiency in tracking performance against budgets, timelines, and deliverables
* High level of financial numeracy and accuracy with a bias towards maintaining exceptional financial compliance
* Demonstrated ability to work effectively across a diverse portfolio of programs and a history of problem-solving complex issues by bridging the gap between strategy and implementation.
* Strong proficiency in CRM or related databases, Excel, PowerPoint and similar presentation formats as well as experience utilizing social media platforms. Proficiency in the use of computers, preferably in a PC, Windows-based operating environment.
* Strong written, interpersonal, and oral communication skills with a commitment to maintaining a positive attitude and high-level of service across diverse constituents (members, grantees, sponsors, etc.).
* Demonstrate a strong attention to detail, to include proofreading documents for clarity and grammatical errors;
* Works well under pressure with sound judgment and appropriate confidentiality;
* Prolonged periods sitting at a desk. Must be able to lift to 10 pounds at times.
* Moderate travel is required.

*The Executive Leadership Council is an Equal Opportunity Employer. It is our policy to ensure equal employment opportunity without discrimination or harassment based on an individual's race, color, religion, sex, national origin, disability, age, personal appearance, sexual orientation, gender identity or expression, marital status, family responsibilities, matriculation, political affiliation, genetic information, or any other protected characteristic as defined by federal, state, and local law.*