

# Job Posting: Program Manager, Talent Initiatives

## Out Leadership Overview

Out Leadership is an LGBT+ advisory business that partners with the world's most influential companies to build business opportunity, cultivate talent, and drive LGBT+ equality forward. Dedicated to cross-industry collaboration, Out Leadership is a certified B Corporation. A fast-paced, evolving start-up, we've grown from six member companies to over seventy in just five years, and project similar growth in the near future.

Our global LGBT+ Summits held in New York, London, Hong Kong, Sydney and Sao Paulo have hosted more than over 200 CEOs and 2,500 senior business leaders, in addition to esteemed ambassadors, nonprofit Executive Directors, and dignitaries. Our OutNEXT, OutWOMEN, and Quorum talent initiatives touch LGBT+ leaders at all levels of their careers. For more information, please visit our website at [www.outleadership.com](http://www.outleadership.com).

## Program Manager, Talent Initiatives

### THE POSITION AND THE IDEAL CANDIDATE

#### Role Overview

The *Program Manager, Talent Initiatives* works with Out Leadership (OL) staff and consultants in the planning, coordination, and execution of OL's programs and talent initiatives, ensuring cross-initiative consistency and cohesion, organizational efficiency, and the timely delivery of high quality benefits, services, and content to participants, constituents, and OL member firms. The *Program Manager* works to leverage OL's strategic relationships to further the aims of our talent initiatives, including sourcing content for our global summits. The *Program Manager* also seeks to scale the initiatives and increase cross-sector, global connectivity between participants and programs.

The *Program Manager, Talent Initiatives* reports to the *Founder and Principal*.

#### Talent Initiatives

**OutNEXT** is the first global talent development program for the next generation of LGBT+ business leaders. OutNEXT engages high-performing, high-potential, openly LGBT+ employees identified and selected by member companies, with leadership training content (from partners including EY, McKinsey & Co., and development experts curated by our Talent Initiatives team) targeted to professionals with between five and eight years of experience.

**OutWOMEN** is our groundbreaking initiative connecting, supporting and celebrating out women in business. We convene out women, and champion their work – to colleagues and fellow executives, to other out women, particularly next-gen LBT+ leaders, and to the market. This engagement takes the form of senior-level salon dinners around the world, and broader public facing events like breakfast panels in conjunction with our global summits.

In 2015, Out Leadership launched **Quorum** to address the lack of LGBT+ representation on corporate boards, and in board diversity statements. We are now the known and trusted leader in connecting companies with qualified, experienced LGBT+ corporate executives as potential board candidates. Given the intersectional nature of the LGBT+ community, such an initiative creates the opportunity for businesses to diversify their boards in more than one way at a time,

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embracing the need for greater gender and ethnic diversity in the corporate board room while also capturing the LGBT+ perspective.

To learn more about our talent initiatives (OutNEXT, OutWOMEN and Quorum) please visit: [outleadership.com/about](http://outleadership.com/about)

### Specific Responsibilities

- Quorum, OutNEXT, HR offerings
  - The curation and delivery of an impactful talent experience across initiatives
  - Creation of overall strategy and execution plans, ensuring consistency across programs and creatively linking various initiatives
  - Envisioning and driving new strategies to increase global connectivity across initiatives
  - Day-to-day program management of Talent Initiatives
  - Curation of content for Talent Initiative events
  - Management of relationships with Talent Initiative sponsors
  - Creation and execution of regular communications with Talent Initiative participants, stakeholders, and Leadership Committees
  - Ensuring Talent Initiatives are aligned with OL's Events & Summits and Communications, and that they are responsive to the needs and goals of OL's member companies and constituent groups
  - Creation and management of initiative budgets and contracts, including where appropriate Memorandums of Understanding and Statements of Work
- OutWOMEN
  - Supporting the *Managing Director, Advisory & Client Services* in the scaling and execution of the OutWOMEN talent initiative, as needed
  - Identifying and capitalizing on points of intersection between OutWOMEN and OL's other Talent Initiatives
- Events & Summits
  - Supporting the *Manager, Global Initiatives* in sourcing content, engaging speakers and leveraging partnerships for the production of OL's global summits

### REQUIREMENTS

The ideal candidate will be self-motivated, team-focused, and passionate about advancing LGBT+ equality. An analytical problem solver grounded in quantitative and qualitative methodologies, they will have exceptional communications skills, and the ability to effectively translate ideas into actionable recommendations. A background (or proven interest) in the for-profit sector is required. Specific experience in the talent life-cycle, leadership development, and diversity and inclusion preferred.

- Bachelor's degree (or greater)
- Background in business or proven interest in the for-profit sector
- Self-starter who is able to take initial direction on a project, assume ownership of it, and see it through to conclusion
- Proactively looks to scale initiatives and cultivate new opportunities
- Excellent attention to detail
- Skilled and effective at multi-tasking; capable of prioritizing many projects at once to nail every deadline
- Skilled writer and editor, able to produce clear and effective copy
- Professionalism is necessary; experience dealing with senior business executives and their staffs is strongly preferred

- Strong problem-solving skills: resourceful and able to create data-driven solutions
- Skilled at using Google’s business suite, Microsoft Office and social media platforms
- Experience with Salesforce, Asana, Eventbrite, SurveyMonkey, and Adobe Creative Cloud is preferred
- Shared commitment to Out Leadership’s mission and values
- Demonstrated sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities

## **LOCATION**

The Program Manager will be based in Out Leadership’s global headquarters in New York City.

## **COMPENSATION**

Out Leadership offers competitive compensation commensurate with experience, including a competitive benefits package with paid time off, 401(k) and a 90% covered health plan.

## **Next Steps**

Interested applicants should send any questions or a cover letter and resume to Jeff Li, at [Jobs@OutLeadership.com](mailto:Jobs@OutLeadership.com)

## **Equal Opportunity Employer**

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity (“EEO”) laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.