



Vice President(VP), Programs & Professional Development

Our Mission and Vision

NAAHR NJ exists to provide a unique global forum for the career development of Black and African American human resources professionals.

The National Association of African Americans in Human Resources NJ (NAAHR NJ) is an inspirational, unique career development and networking powerhouse for Black and Brown Human Resources Practitioners and those who are aligned with our goals to provide: Networking, Career Opportunities, Educational and Professional Development, Mentorship and Coaching and Tools, Tips and Resources. These opportunities will enhance the careers of our members and position them to be key contributors of the strategic direction of their organizations!!

Job Summary

The Vice President (VP), Programs and Professional Development will have overall strategic and operational responsibility for all program areas. The position will be a part of the senior leadership team that drives the overall strategy for NAAHR NJ on a local, regional, and national basis. The VP, Programs and Professional Development will initially develop deep knowledge of each project, program operations, and business plan, and will focus on the following three areas: program leadership and management, external relationships, and knowledge management.

Duties/Responsibilities:

- Enhance and implement organizational vision as established in NAAHR NJ's Pillars and Strategic Plan
- Ensure ongoing programmatic excellence
- Demonstrate consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the program goals
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance
- Work with Executive Team to develop systems to ensure consistent, high-quality program management
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth



External Relationships:

- Expand revenue generating and fundraising activities to support programs and the growth of NAAHR NJ
- Cultivate existing relationships and develop new funder relationships
- Manage relationships with partner organizations as approved by NAAHR Executive Board
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs
- Develop dissemination system to share organizational learning with a broad range of communities
- Ensure that key project outcomes and/or policy, advocacy, and legislation are evaluated and leveraged for maximum community and organizational impact
- Work collaboratively with the senior management team to integrate cross program activities and functions

Commitment:

- Attend NAAHR NJ committee meetings up to 70%.
Ability to commit volunteer time with a minimum of 20 hours per month.

Educational and Functional Experiences Preferred:

- A BS/BA degree from an accredited college/university; MBA or MA/MS in human resources or related field preferred.
- A minimum of 5 years of HR experience, with at least 2 years of executive HR experience and/or at least 2 years of international HR experience.