



Position: Alumni Engagement Manager
Supervisor: Program/Placement Director (dotted line: Director, National Engagement)
Location: California

POSITION SUMMARY

The Alumni Engagement Manager develops and implements alumni outreach, professional development, and engagement activities in support of NPower Alumni. Duties include, but are not limited to: developing, planning and executing special events as well as continuing education workshops and classes; facilitate NPowerMATCH; maintaining the alumni database and alumni LinkedIn page; and performing other duties as assigned by the supervisor(s). This position also supports local volunteer initiatives in alignment with our goal of engaging our corporate partners and the community.

RESPONSIBILITIES

Alumni Services

- Assist alumni in obtaining continued education resources (higher education, professional certifications and continued education training opportunities)
- Assist regional Placement team with career-related activities for alumni who are seeking employment by guiding alumni through development of career goals, job search strategies, development of resumes, interviewing skills.
- Responsible for consistently meeting alumni retention goals of calling and/or meeting with 50-60 alumni monthly to obtain data for alumni records; use Salesforce for tracking weekly alumni outreach.
- Develop, maintain and provide leadership and support for the Alumni Council which includes the recruitment of new members, defining responsibilities, planning meetings, and enhancing the visibility of the Alumni Council.
- Meet with the Alumni Council periodically to develop an annual strategy to target and increase alumni engagement.
- Transition currently enrolled trainees into the alumni association, conduct surveys and identify appropriate next steps

NPowerMATCH and Professional Development

- Recruit and screen volunteers for mentorship program and provide support to participants throughout mentorship cycle.
- Onboard trainees via NPowerMATCH orientation and mentee application
- Serve as regional POC for professional development coordination
- Create, manage and schedule monthly events calendar to include: professional development opportunities, social and networking events and technical refresher workshops

Organizational support

- Coordinate and track regional volunteer activities.
- Work with the marketing team to organize, coordinate and implement graduation ceremonies, and other events in order to promote continued contact with graduates.
- Use alumni data to develop compelling region-specific marketing materials for internal and external audiences.
- Be actively involved with regional non-profit organizations.

Alumni Fundraising and Marketing Activities

- Draft an annual fundraising plan to support alumni activities.
- Attend various marketing meetings and conferences to build and maintain a broader base of referral relationships/services for alumni.
- Create and develop our monthly alumni e-newsletter articles in collaboration with the marketing department.
- Manage Alumni social network pages; encourage alumni to register on platform and career social networks.

POSITION QUALIFICATIONS

- A four-year college degree or equivalent work experience
- At least three years alumni relations and/ or education development/counseling experience **OR**
- At least two years of event coordination experience
- Alumni of NPower Program a plus

SKILLS & ABILITIES

- Must be computer literate, comfortable with utilizing Salesforce or experience with utilizing a database.
- Ability to prioritize and multitask.
- A passion for helping people grow, develop themselves, and better their lives and their community.
- Ability to motivate alumni to actively participate and engage in learning professional skills and develop habits that meet the needs of employers.
- Excellent interpersonal skills and communication (oral, written, and listening) skills; comfort level in conducting outreach to alumni and business partners.
- Experience conducting analytical research and creating reports.
- Experience in one or more of the following fields helpful but not required: workforce development, youth development, human resources, IT staffing, social services or event planning.

Additional Requirements: This position requires some evening and occasional weekend work hours to facilitate, host and organization alumni social, professional, and continuing education events/workshops.

This job is not eligible for remote work options.

COMPENSATION:

Commensurate with experience

HOW TO APPLY

Submit a cover letter explaining your interest in the position and a resume to Yanna.rosario@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.