



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

---

## 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](mailto: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.*