



America Needs You – Alumni Manager/Director (NY-based or remote)

Are you ready to directly impact the lives of first-generation college students and champion economic mobility for all?

About Us

Did you know that only 21% of low income, first-generation students in the U.S. graduate from college within six years? Those who do graduate have a median household income 27% lower than their peers. While there are a multitude of college access programs for high school seniors and job assistance programs for low-wage earners, there are few programs that ensure first-generation students stay in school and build the skills necessary to prepare for long-term careers. This is where America Needs You (ANY) comes in.

America Needs You (ANY) provides first-generation college students with transformative mentorship and intensive career development. Founded in 2009 and headquartered in New York City with operations in New York, New Jersey, Illinois and California, ANY delivers an impactful, standardized national Fellows program and curriculum that touches hundreds of students each year. ANY has ambitious growth goals to impact more students by growing our Fellows Program to serve 1,000 students annually and launching an entirely virtual program, FirstGenU, to serve thousands of additional students. Visit www.americaneedsyou.org to learn more information.

Position Description

The mission of the Alumni Manager/Director (title based on experience) is to ensure ANY alumni graduate from college and enter meaningful careers. With this leader at the helm, ANY's student and volunteer alumni network will be supported, elevated, and connected—providing a powerful and supportive career network of lifelong champions and changemakers. The Manager/Director will work across multiple teams and departments to own all things alumni, and will develop a robust alumni engagement and support processes, programming, and strategy. The role reports to the National Director of Program Operations and is responsible for four focus areas below.

Responsibilities

- **Alumni Events and Engagement:** Own alumni programming calendar; execute alumni workshops and social events across site, including an annual alumni summit/reunion and thought leadership; manage a national alumni committee/board to support engagement.
- **Career Counseling and Support:** Hold career counseling and job search check-ins with alumni; formalize programming for Fellow alumni who are seniors in college – to include both national and localized career development offerings; source and share job opportunities with the alumni network; own alumni jobs dashboards and provide data-driven, targeted alumni support.
- **Data Analysis and Tracking:** Manage data collection and analysis on alumni outcomes, especially the annual alumni survey; work with program staff to develop a comprehensive alumni evaluation strategy.
- **Communications and External Affairs:** Own alumni groups and platforms (ANY websites, LinkedIn etc.); liaise with external affairs and program team to engage alumni in fundraising, volunteerism, and partnership development; capture and elevate alumni voices and stories.
- **Other:** Support ANY Saturday workshops as needed; additional projects and duties as assigned.

What does success look like?

- 90%+ of alumni earn their Bachelor's degree in six years, and over 90% have jobs or enter graduate school within six months of earning their BAs.
- The alumni network is the go-to place for ongoing professional support and connections.
- ANY is on track to become the premier professional network for first-generation college graduates.

Skills and Qualifications

- Bachelor's degree and a minimum of 4-6 years of increasingly responsible professional level experience
- Proven track record of successful engaging audiences through marketing, events, and programs, etc.
- Strong strategic planning, relationship building, communications, and management skills are also required.
- Flexibility and willingness to work nontraditional work hours for recruitment events and ANY workshops.
- Ability to work across teams and departments to achieve outcomes
- Strong interpersonal and project management skills
- Impeccable organizational skills and attention to detail
- High level of energy, commitment and positivity
- Experience with event planning preferred
- Salesforce experience is a plus
- Experience working with first-generation college population is a plus

To Apply

Please submit a cover letter and resume to jobs@americaneedsyou.org (subject line: Alumni Manager/Director – Last_Name, First_Name). Please note that your application will not be considered without a cover letter. No phone calls please.