



Recruitment & Alumni Relations Manager

Job Description

About Coro

Coro Southern California is a nonpartisan nonprofit organization focused on cultivating the next generation of diverse leaders through hands-on, collaborative, cross-sectoral learning. With substantive programs for youth, recent college graduates, and professionals, we cultivate emergent leaders at all stages of their lives and careers. Graduates come away from Coro with a deeper understanding of how the region works, the leadership skills to contribute to its success, and a network of engaged and influential alumni to help them reach their goals.

Coro is a collaborative community with a shared belief that a single person, with the right knowledge, skills, and network, is what will make Southern California a better place for all who live and work here.

About the Position

The Coro Recruitment and Alumni Relations Manager manages all aspects of recruitment for Coro's Fellowship in Public Affairs and Youth Fellows Program, as well as oversees programs and communication for Coro alumni. This position reports to the VP of Leadership Programs and Training and collaborates closely with the Executive Director on Alumni Relations projects.

Recruitment

- Lead all recruitment for the Southern California class of Fellows in Public Affairs and Coro Youth Fellows
- Provide recruitment support for other Coro programs, including Lead LA, Women in Leadership, and new Coro programs as assigned
- Develop and execute a comprehensive recruitment strategy, including but not limited to, partner outreach, information session presentations, special events, social media and email outreach, and candidate cultivation.
- Create comprehensive recruitment marketing materials
- Manage logistical aspects of Fellows selection, including application and materials preparation, judge trainings, and the evaluation process
- Manage all aspects of the Fellows Program Selection Day
- Manage Salesforce and other recruitment data platforms
- Collaborate with Coro's national recruitment team for national alignment
- Analyze recruitment data and prepare reports to inform future strategy
- Oversee administrative aspects of executing effective recruitment strategies and projects



Alumni Relations

- Manage alumni relations at the direction of the Executive Director
- Organize a minimum of 8 alumni events annually, including mixers, speaking engagements, dinners, brown bag speaker events
- Develop and manage alumni social media platforms
- Secure commitments from alumni to provide professional expertise and volunteer services;
- Plan, implement and promote alumni programs that support Coro's strategic plan;
- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.;
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally;
- Maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications;
- Educate graduating fellows about alumni benefits and engage them in programs;
- Partner with Executive Director and VP of Leadership Programs & Training to spearhead the introduction of alumni involvement in training programs;
- Collaborate closely with development colleagues in increasing support from alumni;
- Routinely identify and qualify alumni prospects for gifts;
- Manage existing and/or additional alumni programs, services, events and communications;
- Oversee administrative aspects of executing effective programs and events

Desired Qualifications

- BA or BS Degree required
- Prior experience in recruitment, communications, and/or marketing as well as event management experience
- Strong verbal and written communication skills
- Strong project management skills
- Comfortable with autonomy and directing own projects
- Flexibility to adapt to changing demands and priorities

Salary: \$55-60k, commensurate on experience

Apply

To apply, please send resume and cover letter to Jenny Vazquez-Newsum, VP of Leadership Programs and Training, at jenny@corola.org.