

POSITION ANNOUNCEMENT



Title: Manager of Corporate Partnerships and Alumni Services
Location: Atlanta, GA

ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit and corporate internships.

In our tenth year of operations, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the fall of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see www.yearup.org for more information about our program.

ATLANTA OFFICE:

Year Up Atlanta opened in March 2009 and will have served 60 new students in its first calendar year with 9 full and part-time staff, numerous volunteers, and several interns. The Atlanta site plans to serve over 300 new students with a staff of over 30 by 2013. Year Up has an entrepreneurial, fast paced, collaborative high support/high expectations/high feedback culture. All staff members interact with students; facilitate student activities; and serve students as formal mentors/advisors.

POSITION OVERVIEW:

Year Up is seeking a dynamic and strategic Manager of Corporate Partnerships and Alumni Services to help manage corporate partnerships, support our students through and during their internships, and support student and recent alumni transition from the Year Up program into sustainable professional careers and higher education. Reporting directly to Atlanta's Director of Corporate Partnerships, this candidate serves as the interface for interns and their supervisors while on internship, manages the development and delivery of classroom content for "internship transition" sessions, and is accountable for ensuring graduates find jobs or enroll in school within four months of graduation. The ideal candidate is a resourceful go-getter who is excited to grow and develop, to do what it takes to get the job done, and to contribute to closing the opportunity divide. In keeping with Year Up's values and in alignment with the requirements of the role, the Manager of Corporate Partnerships and Alumni Services interacts with students regularly, participating in creating and sustaining a positive educational environment with trust among students, faculty and other staff.

KEY RESPONSIBILITIES:

Partner and Intern Relationship Management

- Manage partner relationships -- interfacing with partner, students, staff members as needed -- including while students are preparing for internships and serving on their internships
- Oversee logistics related to client accounts (ensuring students are placed on site, training partners and students on roles and responsibilities, holding students accountable to Year Up values and contract during the internship period)
- Embrace the mantra of "high service, high support, high expectations" in interactions with partners and interns
- Maximize all opportunities in the process of account management to consultatively make recommendations on the various solutions, partnerships, and volunteer opportunities Year Up offers
- Facilitate collaboration across functional teams, specifically, development, site/program, and volunteer management
- Work closely with Year Up staff to ensure students strategically align with partners needs
- Organize and manage internship on-boarding activities such as, "due diligence" and "meet and greet" meetings as well as background, drug and other partner compliance requirements.
- Organize and manage assessment activities such as supervisor feedback surveys to ensure intern growth and professional development.
- Create greater understanding of internship program to all Year Up staff members
- Participate in cross-site (national) internship strategy sessions and efforts as appropriate
- Support the Director of Corporate Partnerships and Executive Director in selling internship seats to targeted companies and organizations in the metro Atlanta area
- Engage with a variety of people (IT department supervisors, Year Up students, HR professionals, C-level executives) at various organizations (Fortune 500s, small local businesses, nonprofits) in a variety of settings (one-one-one meetings, large events)
- Implement content and curriculum regarding internships, job searching, and higher education for students -- both in professional skills classes prior to the internship, and internship management classes while students are on internship.
- Maintain accurate records (in Salesforce.com) of relevant activities with partners and other stakeholders, and support the Director in inputting relevant information.

Alumni Support Services

- Assist Year Up participants in successfully transitioning from students/interns to program alumni
- Implement career and college advising sessions in order to build strong relationships with students
- Review alumni resumes, cover letters, and college applications to help ensure job and higher education placement
- Advocate for students by matching their goals/interests with related job and educational opportunities
- Lead the alumni tracking, evaluation and reporting processes through Salesforce.com
- Oversee and implement an alumni newsletter
- Collaborate with other Year Up sites and implement best practices
- Develop and maintain relationships with local businesses, colleges, and certification programs to learn of hiring and educational opportunities for alumni
- Provide one-on-one coaching sessions for alumni related to job search, college search, and other relevant next steps
- Diligently represent alumni and assist them in anything they need for job and college placement
- Engage and connect with alumni to create win-win-win experiences for the graduate, Year Up, and the community.

Atlanta Team Member / Learning Community Member

- Serve as an advisor for a small number of current students
- Participate in weekly meetings with students, and at times facilitating these sessions in conjunction with other staff
- Participate in staff meetings and trainings
- With fellow Atlanta staff team members, embrace ad hoc projects that arise in our nimble, growing site

QUALIFICATIONS:

- A passion for working with urban young adults, an unshakable belief in their potential and a strong commitment to the mission of Year Up
- At least 2 years alumni services and/or career counseling and/or job placement experience required
- 5+ years overall relevant professional experience strongly recommended. Relevant experience includes: account management, alumni services, human resources, career development and/or job placement
- Documented strengths in meaningful relationship building, management and growth
- A consummate networker who is able to move comfortably and credibly in the community
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects at one time
- Enjoy working in a fluid, dynamic organization with a minimal amount of direction
- Ability to plan, introduce and lead a process that enables high quality growth
- Ability to lead, willingness to be led, and comfortable with situational leadership
- Understanding the Opportunity Divide and its drivers
- Commitment to diversity and inclusion
- Proficiency with Microsoft Office required
- Demonstrated experience managing data utilizing software; salesforce.com experience is a significant advantage
- Bachelor's degree required

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

TO APPLY:

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position and your salary requirements to **Raquel Hackley** at rhackley@yearup.org. Please title the e-mail **Manager of Corporate of Partnerships and Alumni Services** and include how you heard about the position. No phone calls, please.

Deadline to apply is February 19, 2010. Interviews will occur on a rolling basis. Offer will be made by early March.

Year Up is an equal opportunity employer.