We’re Hiring: Alumni Manager

➔ Position Title: Alumni Manager
➔ Position Status: Full-Time
➔ Location: New York City, Chicago or The Bay Area

About Code Nation

Code Nation (codenation.org) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness. Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches approximately 1,500 students per year in 46 high schools in New York City, the San Francisco Bay Area, and Chicago.

Who We Want

Code Nation is committed to its mission and ensuring that our alumni are entering fulfilling tech careers. Specifically, the Alumni Manager will build strong partnerships with peer organizations, education institutions, and corporate partners. The Alumni Manager will also be responsible for outlining alumni data processes, increasing alumni engagement, developing and implementing programs and events to support alumni on their journey to careers in tech.

You must be comfortable stewarding, managing, and leveraging relationships with Code Nation alumni, corporate partners, and potential employers to identify employment opportunities for Code Nation graduates. An ideal candidate for this role will have a strong knowledge of the steps needed to secure a career in technology both through college degrees or alternative post-high-school pathways. The ideal candidate has previous experience implementing alumni engagement tactics and building long-lasting partnerships with corporate partners and post-secondary education institutions. You will be comfortable managing through influence and working collaboratively across Code Nation teams to ensure that all goals and metrics centered on student success are achieved. As an ideal candidate for this position, you will be someone who enjoys working with both internal and external stakeholders, and can effectively tailor your communication style to diverse audiences.

Responsibilities

➔ Corporate Partnerships
- In partnership with the development team, establish strong relationships with corporate partners, in particular, their hiring teams to facilitate alumni entering the workforce
- Support students to secure entry-level jobs and internships at corporate partners' sites
- Ensure successful design, implementation, and evaluation of a corporate-sponsored alumni program to launch alumni careers
- Secure, promote, and ensure Code Nation students and alumni can participate in summer opportunities available through external partners (i.e. summer coding programs, summer internships, winter internships, etc.)

➔ Educational Partnerships
- Develop & cultivate robust partnerships with peer organizations and other entities working specifically in the post-secondary space and in college persistence and career training/development (Bootcamps, fellowships, etc.)
- Research and develop partnerships with top colleges graduating high % of students in CS and tech-related degree programs to help us prepare students to matriculate there
- Cultivate deeper partnerships with colleges where alumni already attend to identify areas for collaboration/increased support

➔ Communications
- Implement an alumni communication strategy to keep alumni informed and connected to different opportunities
- Ensure current students gain awareness of the benefits of being a Code Nation alumni
- Increase the visibility of the alumni efforts within the organization
- Design and implement a plan to highlight alumni stories with various stakeholders to increase understanding of Code Nation’s long term impact

➔ Data
- Ensure alumni data is collected and analyzed through surveys and Clearinghouse
- Analyze alumni survey data to inform alumni strategy; create visibility for results within internal teams
Collaborate across departments to ensure continuous improvement of our curriculum and program model, ensuring that students and alumni are well-prepared for success in the workplace and in pursuit of higher education goals

Who You Are

➔ 3+ years of education, business development or non-profit experience working with diverse groups
➔ Demonstrated success in a role securing and stewarding relationships with corporate partners, peer organizations and education institutions
➔ Demonstrated success in a role counseling young adults through their job search and career transitions
➔ Experience with Salesforce or similar CRM software and survey creation tools
➔ Experience analyzing data and presenting it to various stakeholders
➔ Experience designing, measuring the impact of, and marketing programs and events to young adults
➔ Commitment to educational and tech equity
➔ Exceptional communication skills; ability to effectively communicate and collaborate across multiple teams to support seamless program execution
➔ Strong organizational skills with demonstrated success managing many projects at once
➔ Self-motivated, flexible, and entrepreneurial
➔ Thrives in a fast-paced, collaborative working environment
➔ Proficiency with Google Suite
➔ Knowledge of and/or interest in computer science, technology, and/or collegiate education preferred
➔ Ability to travel and to work extended hours, including weekends

What You Can Expect

Code Nation has a high-performing culture characterized by our desire to provide our staff members with the support, resources, and information they need to be successful in our organization and in the non-profit field in general. If you take on this position, you can expect to be offered a compensation package, including salary and benefits, that will be commensurate with your experience and competitive within the non-profit sector. Some of the benefits we offer to our staff members include, but are not limited to:

➔ Competitive salary commensurate with experience
➔ Medical, Dental and Vision Insurance and a Flex spending account for out of pocket medical costs
➔ Generous Time Off policy-15 days of paid time off & 14 paid holidays/office closures
➔ 401k Retirement Plan

How to Apply

Please send your resume and cover letter to apply@codenation.org with the subject line, “Alumni Manager.” All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.