



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

LIMITED PERIOD POSITION DESCRIPTION

LIMITED POSITION*:	Alumni Manager
REPORTS TO:	Executive Director - Goldman Sachs <i>10,000 Small Businesses</i> Rhode Island
GRADE:	PSA 12
WORK SCHEDULE:	Non-Standard; Part-Time; 25 hours per week

JOB SUMMARY: A Goldman Sachs 10,000 Small Businesses (GS10KSB) Alumni Manager is one who:

- ✓ Is an experienced community and network builder – in market and through LinkedIn
- ✓ Possesses strong planning, organizational, communication and interpersonal skills
- ✓ Is a self-starter, collaborator, and problem solver
- ✓ Can work effectively with the program team and alumni, external community and program partners at the Community College of Rhode Island
- ✓ Connects well with small business owners
- ✓ Is dedicated to the program outcomes of job creation and revenue generation

DUTIES AND RESPONSIBILITIES:

The Alumni Manager will work collaboratively to manage and execute the alumni component of the 10KSB program at the Community College of Rhode Island. The mission of the program is to create a community of active alumni through meaningful engagement and increased opportunities for revenue growth and job creation that will encourage alumni to become self-sustained. The Alumni Manager reports to the Executive Director at Community College of Rhode Island.

The specific duties of the Alumni Manager include:

- Collaborate with the broader program team at the Community College of Rhode Island to plan, organize and coordinate local alumni activities as guided by the national strategic alumni plan
- Serve as the main liaison to program graduates from the Community College of Rhode Island in order to identify and respond to alumni needs and fulfill the mission of the overall alumni program
- Attend select mods to meet and network with scholars (future alumni)
- Partner with the Business Support Services Director at the Community College of Rhode Island to organize alumni recruitment efforts
- Manage the local communication system with alumni in partnership with the national alumni program

Knight Campus

- Work closely with the Business Support Services Director at the Community College of Rhode Island to leverage and deepen relationships with the local business ecosystem and community
- Manage the system for administrating the follow-up business diagnostics for program graduates and plan the corresponding business advising sessions with the broader program team
- Draw upon alumni as ambassadors of the program, participants on panels and in clinics, and as referral sources for future cohorts in support of ongoing recruitment and outreach efforts
- Manage the local LinkedIn alumni site at the Community College of Rhode Island as well as other selected social media outlets
- Manage the site approach to supporting scholars working with each other across cohorts and sites
- Identify and share best practices among alumni for curriculum content

Community Building

- Network with business support services to enhance the local entrepreneurship ecosystem and to advance program recruitment
- Engage with program alumni, including individual relationship-building and participation in alumni events as needed

Assessment

- Participate in assessment of curriculum sessions through post session debriefings as appropriate
- Participate in assessment of program at Community College of Rhode Island through team debriefing and review process

Other duties as needed to support program success.

CORE COMPETENCIES/QUALIFICATIONS:

- Bachelor's degree required
- Extensive experience related to community building
- Excellent planning, organizational, communication and interpersonal skills
- Strong ability to develop and maintain relationships with alumni, broader program team, and local community partners
- High personal and professional ethical standards
- Experience working with small businesses or owning a small business preferred
- Knowledge of best practices in alumni services and/or adult education a plus
- Events organizing experience a plus

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

***This position is grant funded and limited in duration with the possibility of renewal.**

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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