



California Agricultural Leadership Foundation

Job Title: Alumni Engagement Manager

Status: Full-time, Exempt

Reports to: Executive Vice President

Administratively Supported by: Administrative Assistant

Primary Stakeholder Interaction: Alumni Council, Alumni and Class Liaisons, with the Alumni Council Board Liaison serving in a feedback loop role related to alumni engagement activities.

Job Description Summary:

Primary responsibilities include the advancement of the Foundation through the development and implementation of alumni relations programs and outreach strategies. This position promotes a culture of service volunteerism among the alumni in a supportive and background role. This position includes a travel component.

Responsibilities & Duties:

Note: All 2021 Strategic Plan Priorities are signified with a (SP).

Support All Activities of the Alumni Council

- Provide comprehensive support to the Alumni Council (AC) and Class Liaisons in alignment with the Foundation's strategic objectives.
- Assist in coordinating and facilitating AC activities, including meetings, elections, and communications, to ensure efficient operation and execution of established priorities.
- Collaborate with AC members and class liaisons to improve alumni engagement and fundraising efforts, driving measurable progress toward strategic goals.
- Manage administrative processes related to key initiatives such as the Profiles in Leadership Award, Lifetime Leadership Award, and Honorary Fellow determinations.
- Assist AC Regional Directors in executing initiatives aimed at strengthening connectivity among alumni within their respective regions.
- Facilitate the onboarding and support of AC and Class Liaisons, ensuring alignment with Foundation and AC directives.

Support L4, Alumni Prospective Applicant Events, Statewide and Regional Social Events

- Support Lifelong Leadership Learning (L4) events by coordinating with staff to promote L4 events as well as provide administrative support.
- Create opportunities and encourage social connections among alumni, including one annual state-wide event. (SP)
- Act as staff lead on all annual conferences and alumni all-class reunions by supporting AC or other alumni leadership committees. Coordinate and oversee budgets for these events per the board-approved annual budget.

- Support the California Agricultural Leadership Program (CALP) by helping alumni to inform and educate applicants and support prospective applicant events in all 11 regions, including coordination of all marketing and preparation.
- Work with AC Regional Directors (RD) to determine staff participation needs at events and attend or coordinate attendance by the CEO, EVP, and/or Development Manager, depending on RD identified needs.
- Attend at least one event in every region biannually.
- Support alumni by facilitating all functions related to their summer regional events. Determine staff participation needs and coordinate staff attendance as needed.
- Assist staff and event leads in enlisting alumni volunteers, donors, and supporters. Assist in providing event orientation, training, and on-the-ground logistics as needed.

Maintain Manager-Level Engagement with Team

- Optimize communication, collaboration, and connection between the Foundation, AC, class liaisons, and alumni related to marketing efforts. Support the staff team by providing review, guidance, and input on all alumni event marketing and ensure all other marketing endeavors featuring, affecting, or otherwise connected to alumni remain up to date. (SP)
- Gather and share alumni stories to support marketing and fundraising efforts. Relay development manager-provided outreach tools so alumni may ask others to support CALF.
- Assist the team by identifying alumni volunteers for various activities as needed.
- Prepare an annual budget for all alumni engagement priorities.
- Coordinate with Development Manager to ensure alumni, donor, and stakeholder data remain current across all systems. Support fundraising campaigns as needed.
- Support CEO, EVP, and Development Manager in identifying opportunities to meet with alumni in each region annually.
- Support Inaugural and Commencement events, as major transitional experiences for fellows.
- Inform CALF's master calendar of alumni events to ensure maximum efficiency.
- Ensure alumni volunteer time is recorded at each event and is forwarded to the Development Manager for tracking and acknowledgment.
- Support the team by participating and executing activities in fundraising events as needed and available.

Support D.C. Exchange Program

- Encourage alumni involvement in D.C. and CA Exchange programs by helping identify alumni volunteers to participate in interviews and selection.
- Help identify alumni who may provide presentations to exchange participants.
- Help identify alumni who may provide homestays to exchange participants. (SP)
- Attend part or all of the exchanges as needed.

Support Other Special Projects and Strategic Endeavors

- Lead the effort to publish a printed alumni directory.
- Work collaboratively with staff and AC to make progress toward 2021 strategic plan goals and strategies.
- Assist the AC in keeping tracking identified metrics, ensuring the annual budget sufficiently meets all goals.

- Ensure any CEO and EVP-approved requests by the Board of Directors and the AC are fulfilled, in accordance with the 2021 strategic plan.

Qualifications & Skills Required:

- Must be a high school graduate, bachelor's degree preferred.
- Demonstrates experience supporting volunteers, budgeting, coordinating events, and working in teams.
- Demonstrates solid mastery of MS Office Suite, especially MS Excel and Word, and has a solid understanding of database applications.
- Possesses knowledge of current trends, issues, and practices regarding customer service and alumni relations.
- Demonstrates excellent interpersonal, customer service, and organizational skills.
- Ability to communicate clearly and professionally in writing and verbally with a wide range of individuals and constituents in a diverse community.
- Expected to perform the full range of duties assigned. Demonstrate job knowledge, initiative, judgment, proficiency, and managerial skills to fully meet the expectations of the Foundation.
- The position requires both night and weekend work and travel.
- Must work and reside in California. Remote work will be considered dependent on the applicant's city of residence. For those working remotely, periodic visits to the CALF office in Monterey are inherent to the role.

CALF Values Commitment:

Excellence

- Demonstrates a commitment to competently perform their job duties and responsibilities within established time frames.
- Continuously strives to improve work performance.
- Contributes to the success of CALF by consistently providing quality results in the performance of job duties and responsibilities.

Respect

- Treats others with courtesy, respect, and dignity in the workplace.
- Promotes cooperation through open and honest communication and consideration of others' ideas, thoughts, and opinions.

Integrity

- Demonstrates high ethical standards of conduct in the performance of job duties and responsibilities.
- Accepts responsibility for actions; respects and complies with policies, procedures, and rules.

Physical Demands/Work Environment:

- While performing the duties of this job, the employee may be required to climb, push, pull, and occasionally lift and/or move equipment up to 25 pounds.

- California Agricultural Leadership Foundation is committed to building a diverse workforce and equal employment opportunities (EEO) for all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.

Benefits:

In addition to collaborating with an incredible team including staff and stakeholders focused on lifelong leadership learning, self-awareness, and servant leadership, this position provides an opportunity to be integral in an organization that strives for generational impact. California Agricultural Leadership Foundation offers a competitive benefits package including an extensive health plan, which includes medical, dental, and vision coverage for the employee and life insurance; contributions to a 403B; and generous paid holiday, vacation, and sick leave. All work-related travel is covered by the foundation within established guidelines.

CALF offers a competitive compensation plan based on a variety of factors, including internal equity, external market research, and experience. For more details on the salary range or staff organizational chart, contact Robyn DaRosa at robyn@projobs4u.com.

How to apply:

Please submit your cover letter and resume to Robyn DaRosa at robyn@projobs4u.com.