



# Ag Leadership

CALIFORNIA AGRICULTURAL  
LEADERSHIP FOUNDATION

**Job Title:** Alumni Engagement and Event Manager

**Reports to:** President & CEO

**Status:** Full Time, Exempt

**Location:** Monterey, CA

## **Job Description Summary:**

Are you passionate about making a difference and fostering connections within the California ag industry? Join us as the Alumni Engagement and Event Manager at the California Agricultural Leadership Foundation (CALF)! In this dynamic role, you'll drive the advancement of our Foundation by developing and implementing alumni relations programs and outreach strategies. You'll play a key role in promoting a culture of service and volunteerism among our alumni, all while enjoying the excitement of travel.

## **About CALF:**

The California Agricultural Leadership Foundation (CALF) is a 501(c)(3) non-profit organization dedicated to developing leaders united to strengthen California agriculture and sustainably supply the world. We offer transformational learning experiences in partnership with four California universities: Cal Poly, San Luis Obispo; Cal Poly, Pomona; California State University, Fresno; and the University of California, Davis.

## **Duties & Responsibilities:**

### ***Alumni Council, Alumni Prospective Applicant Events, Statewide and Regional Industry Events***

- Be the backbone of the Alumni Council (AC) and Class Liaisons, providing comprehensive support aligned with the Foundation's strategic objectives.
- Coordinate and facilitate AC activities, including meetings, elections, annual award recognitions, and communications, ensuring smooth operations and execution of priorities.
- Collaborate with AC Regional Directors to strengthen connectivity among alumni within their regions.
- Onboard and support Alumni Council and Class Liaisons, ensuring alignment with Foundation and AC directives.
- Create, coordinate, and execute engaging alumni learning events.
- Lead alumni gatherings and all-class reunions, supporting AC or other alumni leadership committees.
- Coordinate prospective applicant events for the California Agricultural Leadership Program (CALP) across all 11 regions.
- Facilitate regional events and enlist alumni volunteers, donors, and supporters, providing event orientation, training, and logistics.

### ***Exchange Program***

- Serve as the primary CALF contact and resource, maintaining continuity for applicants throughout the application, interview, final selection, and notification processes.
- Ensure general administrative needs are met, including contacting applicants, providing materials, logistics, and program support in collaboration with contract staff.
- Coordinate communications to committee members and fellows, including welcome emails, agendas, ethics rules, responsibilities, expectations, timelines, and program overviews, while overseeing updates to program materials and templates.

- Implement program objectives and ethics requirements, provide program materials for fellows, and prepare essential information for accompanying staff during exchanges.
- Act as the primary contact for committee support, coordinating logistics, recruiting new fellows, and producing the annual Exchange reception, while overseeing the publication of the book for exchange fellows.

### ***Engagement with Team***

- Collaborate with the CEO and Alumni Council to achieve the Foundation's strategic plan goals and strategies.
- Coordinate with the Marketing and Communications manager to develop and implement event and alumni marketing. This would include gathering and sharing inspiring alumni stories to support marketing and fundraising efforts.
- Identify alumni volunteers for various activities, including prospective and commencing fellow mentorships.
- Prepare, coordinate, and oversee the annual budget for alumni and exchange program priorities.
- Ensure alumni, donor, and stakeholder data remain current across all systems, supporting fundraising campaigns.
- Assist with Inaugural and Commencement events, marking major transitions for fellows.
- Maintain the master calendar of alumni events.
- Record and acknowledge alumni volunteer time at each event.

### **Qualifications & Skills Required:**

- At least five years of professional experience in membership engagement, event planning, and collaborative teamwork.
- High school graduate; bachelor's degree preferred.
- Proficiency in MS Office Suite, especially Excel and Word, with a solid understanding of database applications.
- Knowledge of current trends, issues, and practices in customer service and alumni relations.
- Excellent interpersonal, customer service, and organizational skills.
- Clear and professional communication skills, both written and verbal, with diverse individuals and constituents.
- Ability to perform the full range of duties with initiative, judgment, proficiency, and managerial skills.
- Availability for night and weekend work, with travel up to 30%.
- Must work and reside in California.

### **Why Join Us?**

- Make a lasting impact on California agriculture.
- Enjoy a dynamic, collaborative work environment.
- Opportunities for professional development and career growth.
- Competitive salary.
- Health, dental, and vision coverage.
- Remote work considered based on city of residence, with periodic visits to the CALF office in Monterey.

### **How to apply:**

- Submit a letter of interest and resume to [careers@agleaders.org](mailto:careers@agleaders.org)