



Job Title: Alumni Engagement and Event Manager

Reports to: President & CEO

Status: Full Time, Exempt

Location: Monterey, CA or Remote (within California)

Job Description Summary:

Are you passionate about California agriculture and building meaningful networks that create lasting impact? The California Agricultural Leadership Foundation (CALF) is seeking a visionary and results-driven **Alumni Engagement and Event Manager** to lead a dynamic, statewide alumni strategy, coordinate impactful programming, and strengthen relationships across CALF's extensive network.

This position plays a central role in advancing CALF's mission to grow leaders who make a difference by deepening alumni connection, expanding participation, and fostering a culture of learning, leadership, and service among more than 1,300 program alumni. The position blends relationship-building with strategic execution and is well suited for someone who enjoys connecting people, leading purpose-driven initiatives, and creating lasting impact through engagement and programming.

Duties & Responsibilities:

Alumni Engagement

- Design and implement a comprehensive alumni engagement strategy aligned with CALF's mission and strategic plan.
- Establish clear metrics to measure engagement growth, including event attendance, regional activity, alumni volunteerism, and satisfaction.
- Develop and execute targeted outreach campaigns to re-engage inactive alumni and deepen connection with engaged stakeholders.
- Leverage data insights to continually refine tactics, improve outcomes, and report progress to CALF leadership and the Alumni Council.
- Serve as the primary liaison to the Alumni Council and Class Liaisons; guide their efforts through strategic planning, meeting facilitation, and performance reporting.
- Implement structured onboarding and training programs to alumni
- Recognize and report alumni contributions and volunteer hours to promote a culture of appreciation and accountability.

Event Leadership and Growth

- Lead the planning and execution of impactful statewide and regional alumni events, including professional development experiences, Prospective Applicant Events (PAE) and industry gatherings.
- Create scalable event frameworks that increase alumni touchpoints year-over-year across all 11 regions.
- Recruit and coach regional alumni leaders and volunteers to execute events and promote a strong culture of service.
- Integrate feedback and post-event metrics to improve future programming and participation.

Prospective Fellow and Exchange Program Coordination

- Coordinate applicant recruitment events across all CALF regions in collaboration with alumni volunteers.
- Oversee administrative and strategic support for the DC and Ca Exchange Programs, including communications, logistics, and program outcomes.
- Produce annual reports and summaries of exchange impact and alumni engagement outcomes.

Strategic Communications & Data Management

- This role reports to the President and CEO and works closely with the Marketing & Communications Manager, Development Manager, Regional Alumni Volunteers, and Program staff to support alumni outreach, engagement events, and ongoing programming. This collaborative structure fosters a connected team environment and ensures alignment across CALF's alumni engagement efforts.
- Maintain accurate and up-to-date alumni records in CALF's CRM, ensuring strong integration between alumni engagement, fundraising, and marketing.
- Track, analyze, and present alumni engagement performance to internal stakeholders and the CALF Board.

Qualifications:

Required Qualifications:

- Minimum of 3 years of experience in alumni relations, community engagement, volunteer coordination, or event planning within a nonprofit, educational, or mission-driven organization
- Demonstrated success in designing and executing engagement strategies or outreach campaigns
- Strong written and verbal communication skills with the ability to engage, motivate, and represent the organization to a variety of audiences
- Excellent organizational and project management skills, with strong attention to detail and follow-through
- Proficiency in using CRM systems, Microsoft Excel, and basic data management tools
- Demonstrated ability to work collaboratively across teams and with volunteer leaders
- Willingness and availability to work evenings and weekends as needed
- Ability to travel frequently throughout California to support events and engagement (travel may exceed 30%, depending on applicant's home base)
- Must reside and be authorized to work in California

Preferred Qualifications:

- Experience working in alumni relations or advancement within higher education, leadership, and/or nonprofit environments
- Familiarity with the California agricultural sector and/or statewide networks
- Demonstrated ability to collect, interpret, and use engagement metrics to inform strategy
- Experience supporting or managing regional engagement efforts, advisory councils, and/or volunteer networks
- Bachelor's degree or higher in a related field such as communications, nonprofit management, education, or agriculture
- Demonstrated ability to contribute to multi-channel communications, such as newsletters, event promotions, or alumni storytelling

Why Join Us?

- Be part of shaping California agriculture's next generation of leaders.
- Work with an influential and connected alumni network across the state.
- Collaborate with an energized, mission-driven team.
- Competitive compensation with full health, dental, and vision coverage.
- Opportunities for professional development and growth.
- Remote work considered for candidates living outside Monterey.

About CALF:

The California Agricultural Leadership Foundation (CALF) is a 501(c)(3) nonprofit organization dedicated to growing leaders who make a difference. CALF's work is grounded in its vision of leaders united to strengthen California agriculture and sustainably supply the world. While experience in agriculture is welcome, it is not required. What matters most is a commitment to values-driven leadership. Our team is guided by the values of integrity, excellence and respect, and we welcome candidates who bring that same spirit to their work. If this role speaks to you but you do not meet every listed qualification, we still encourage you to apply.

How to apply:

Submit a letter of interest and resume to careers@agleaders.org