At New Memphis we believe there is so much to celebrate about our city, but one of Memphis’ greatest qualities is its people. We’ve made it our business to develop, activate, and retain talented leaders in our city for the past three decades.

Because we understand that great people are what make a city successful, we intrinsically understand that great people are also what make an organization successful. We are currently looking to grow our team, and you might be the leader who fits the bill.

Our Team: We are a diverse, collaborative and agile group of people invigorated by sharing ideas and setting them into motion. We believe each team member’s unique experience adds value to the New Memphis mission, and that the impact of our voices can carry well beyond the walls of the office.

Manager of Collegiate Engagement
Reporting to the Director of Educator and Collegian Programs, the Manager of Collegiate Engagement will lead programs and events for our collegiate audience, including the semester-long Accelerate program and the Launch Summer Experience event series that offer college students the skills and networks necessary to launch successful careers in Memphis. The Manager of Collegiate Engagement is responsible for recruiting college students to participate, curating events for college students, facilitating established curriculum, measuring outcomes, and driving continuous improvement. They will also be the brand ambassador in the community, driving awareness and support of New Memphis’s collegiate work and overall mission.

Responsibilities:
Program Leadership
• Serve as a principal leader of New Memphis’ Launch: Campus to Career program, including a semester-long leadership development program, the summer series of community engagement events, and any other special events for collegians and recent college graduates
  o Lead cohorts of Accelerate annually and meet or exceed the goals set for the program
    ▪ Attend each session and manage all aspects of the program experience
    ▪ Oversee location, logistics, and content of each class
    ▪ Facilitate portions of the program’s curriculum
    ▪ Cultivate, manage, and strengthen relationships with content facilitators and guest speakers to ensure excellence
    ▪ Update curriculum as needed to ensure alignment to program goals
    ▪ Build relationships with class participants during their program experience, driving their connection to New Memphis and the Memphis community, with a focus on growing their professional networks
  o Design and lead a Launch summer event series and meet or exceed goals set for the program
    ▪ Oversee location, logistics, and content of each event
    ▪ Create and refine event content to develop, retain and activate talent collegiate and early career talent in the Memphis area
    ▪ Manage relationships with ambassadors, facilitators, guest speakers and mentors
    ▪ Align event outcomes with the recruitment and retention strategies of area employers
  o Design and lead all other collegiate engagement events
• Serve as support leader of New Memphis’ Stride program and other educator engagements
  o Attend assigned Stride sessions and educator events; facilitate portions of the program’s curriculum
Help create and refine curriculum for programs and events to develop and retain educators in Memphis

Support special projects as assigned

Recruitment
- Grow the network of college students and recent graduates who receive regular Launch communications and invites
  - Collaborate with Marketing and Communications team on strategies to drive participants and promote programming
  - Actively build and maintain relationships with area internship coordinators and early-career recruiters
  - Serve as the primary ambassador for the collegiate engagement work, communicating the program’s value, outcomes, and opportunities in presentations to strategic partners, area internship coordinators and early-career recruiters
  - Cultivate relationships with programmatic strategic partners, including higher education institutions, nonprofits, and student groups
  - Lead the event registration process for all Launch events
- Populate each Accelerate class with high quality, diverse college student participants that meet the program’s goals
  - Lead the application process, selection of participants, and creation of cohorts for Accelerate
  - Drive conversations with priority nominees to activate them to apply
  - Cultivate nominations from past participants

Student Development and Outreach
- Develop communication strategies that offer area students growth and expansion of their professional skillsets and networks, and exploration of area careers
  - Reach student audiences through campus communications and events and a strong online presence
  - Create engaging content that meets the needs of students
  - Coordinate relevant content for collegians to be used across multiple communications platforms
  - Collaborate with company partners to share open internships and entry level positions
  - Capture content at Launch events to share across communication channels
  - Manage a “student ambassador” program to drive awareness on campus and source ideas for relevant event content
  - Manage any student interns to assist with collegiate engagement work
- Drive alumni engagement
  - Funnel collegians from Launch events to Accelerate program and vice versa
  - Facilitate internship and employment for recent graduates with New Memphis employer partners
  - Survey program alumni annually and report on programmatic impacts
  - Recommend alumni for other New Memphis programs
  - Provide references and/or ongoing resume and cover letter support to alumni
  - Facilitate engagement opportunities between leadership program alumni and Launch alumni

Continuous Improvement
- Ensure the thorough collection of program and event data to drive continuous improvement
  - Manage all data relating to collegiate engagement within Salesforce
  - Update and administer surveys regularly
o Create impact reports with all relevant data and findings
o Work with Program Team to analyze data and refine program or event content and curriculum based on feedback from participants

- Be a knowledge leader in the collegiate space, adjusting strategy based on industry trends
  o Conduct student focus groups as needed
  o Engage in regular self-directed learning and development

Other
- Steward collegiate funders and sponsors through regular programmatic update communications and invitations to events, with support of Development team
- Establish annual budget including proper forecasting and ensure operational efficiency to effectiveness of the program in accordance with the budget
- Be a New Memphis ambassador, representing the organization at community events.
- Support any functions assigned to the Program team
- Partner with team members in special project-based work and other duties as assigned

Key Competencies:
- Bachelor’s Degree
- 4+ years relevant experience ideally in training, coaching, and developing others
- Demonstrated experience in:
  o Collaborating with a diverse team
  o Balancing multiple and competing priorities, and delivering excellence in a fast-paced environment
  o Identifying and resolving problems creatively and resourcefully
  o Taking initiative and managing work with minimal oversight
- Skilled in:
  o Networking and building relationships
  o Event planning and execution
  o Project management and problem solving
  o Communicating professionally, written and verbal
  o Developing and maintaining partnerships with outside individuals and organizations
- Proficient in Excel, Outlook, PowerPoint, Word
- Experience with Salesforce, MailChimp, Canva, and EventBrite beneficial, but not required
- Experience working with collegians or young talent preferred
- Full Time. Extended hours, including evenings and weekends (5%). Flex time provided for evening/weekend hours

Salary: Minimum $60,000. New Memphis believes deeply in building competitive compensation packages around experience and talent. We offer excellent benefits that include: a hybrid work schedule, flexible hours, more than 20 paid holidays annually, generous PTO, half-day summer Fridays, medical/dental/vision insurance, and generous retirement contribution plan.

We are looking to fill this position immediately. Qualified applicants should send resume and cover letter by July 20 to jobs@newmemphis.org with subject line “Manager of Collegiate Engagement.” Only candidates selected for an interview will be contacted. No phone calls, please.

*New Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability or veteran status.*