Job Description

Job Title: College Success and Alumni Development Manager
Job Type/FLSA Classification: Full-time; Non-Exempt
Reports to: Director of Operations
Salary: $60K - $65K DOE

Harmony Project is an award-winning research-based 501(c)(3) nonprofit organization that targets at-risk youth in underserved areas of Los Angeles. We promote positive youth development through year-round music lessons and ensemble participation. Harmony Project harnesses the transformative power of music to increase access to higher education for underserved students by removing the systemic barriers to achievement through academic and social support.

Job Overview:

The College Success and Alumni Development Manager plays a critical role in the success of our students by overseeing our college and alumni department. This position is responsible for creating, planning, implementing and supervising programming for Harmony Project Alumni and high school students that supports their continuance and completion of their college education and/or career path. The Manager will also work with various partners, government agencies, local businesses, job training entities, and potential employers to identify and build job and career opportunities for Harmony Project Alumni.

Key Roles (Essential Job Responsibilities)

- Design, management, and implementation of the Alumni Program and engagement with HP high school juniors/seniors.
- Maintain a student database and provide key reports including but not limited to Statistics on College enrollment, majors, degrees obtained, alumni activities.
- Sustain communication with all HP high school juniors/seniors, and program Alumni, including outreach on job & internship opportunities, financial aid information, scholarship opportunities, workforce development, etc..
- Continue contact with HP high school juniors/seniors, and alumni and create opportunities for engagement.
- Design, management, and implementation of all annual College Readiness Workshops.
- Create a workshop curriculum and develop a calendar of events.
- Assist with creating and organizing special college programming for parents.
- Develop college access partnerships.
- Design, management, and implementation of the College Work Study program.
- Provide one-on-one support to students and families as needed.
- Foster communication with HP high school juniors/seniors, alumni, and families.
- Conduct monthly alumni check-ins, including non-scholarship recipients.
• Work with the Scholarship Coordinator to identify scholarship recipients for each graduating class of seniors
• Complete Semester Wellness Calls to HP high school juniors/seniors, and alumni.
• Collaborate with internal teams and community partners.
• Manage and create alumni newsletter content.
• Perform additional duties as assigned.

Required Skills/Abilities
• A personal mission, vision and values that align with Harmony Project’s.
• A passion for social change, community empowerment and youth development.
• Exhibit professionalism and integrity through superior written and verbal communication skills.
• Exceptional skills in the areas of organization, attention to detail, time management, and ability to manage multiple tasks, define and set priorities, and problem solving.
• Ability to thrive in a continually evolving environment.
• Ability to provide exceptional student service.
• Ability to work well with diverse stakeholders at every level of the organization.
• Ability to conceptualize, organize, direct and successfully execute multiple project planning processes simultaneously.
• The ability to handle and prioritize multiple complex tasks, and responsibly delegate as needed to support staff.
• A strong sense of humor and ability to gracefully handle stressful situations.
• Fluency in all Microsoft Office programs and GSuite.
• Experience using contact databases.

Education and Experience
• Bachelor’s degree in Education, Counseling, or a related field with experience in an area related to youth education and college support.
• Minimum of three years experience in a similar position in the fields of college access, alumni development, and/or youth development.

Physical Requirements
• Prolonged periods of sitting.
• Ability to lift up to 10 pounds.

Additional Requirements
• A valid driver’s license and proof of valid automobile insurance.
• A reliable means of transportation.
• Flexible work schedule to include some weekends, weeknights, and holidays.
Interested candidates please email your resume and a cover letter to jobs@harmony-project.org.

**Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, not to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.