Position Title: Alumnae Association Manager  
Job Location: NYC / INDY Based - Hybrid Schedule  
Responsible To: Vice President of Marketing & Communications  
Status: Full Time, Exempt

Background: Girls Inc. is the preeminent girls’ leadership organization. The network of local Girls Inc. organizations works with schools and in communities across the United States and Canada to equip girls to reach their full potential. Through direct service and advocacy girls gain the knowledge and skills to effect positive changes in their lives and to be resilient leaders in their communities and beyond.

The National Alumnae Association was designed specifically for individuals who participated in Girls Inc. programming. It is a continuation of the Girls Inc. Experience, providing alums ages 18 and over with specialized resources such as professional development, networking, and learning opportunities to support them throughout all stages of their lives.

Overall Function:  
The Alumnae Association Manager has primary host/moderator responsibilities for the National Girls Inc. Alumnae Association including managing the online community platform in collaboration with the volunteer Alumnae Association President and volunteer leadership council.

The Alumnae Association Manager is responsible for recruiting alumnae to join the community; curating and creating content relevant to alumnae; assisting the Association President with engagement efforts through the platform; managing virtual and in person events; and assisting Affiliate leaders to connect with alumnae. The Alumnae Association Manager will work closely with the Association President on efforts to locate and recruit alumnae to join the association as well as all efforts to make the association highly engaging and beneficial to the alumnae in order to retain and attract more members to the community.

Principal Responsibilities:
1. Support the Alumnae Association President and Council in managing the Association.  
   a. Provide general administrative support  
   b. Serve as a thought partner around alumnae engagement  
   c. Assist with planning and staffing of regional and national events  
   d. Serve as the primary link between the Association, National, and Affiliates

2. Oversee the alumnae engagement platform by responding to inquiries, curating content and data, supporting users, hosting events, and the like.

3. Serve as a resource and support to the affiliate network in their efforts to engage alumnae at the local level.
4. Manage social media, email marketing, and advertising efforts related to the Association to recruit and communicate with alumnae, share content, and link to the official Alumnae Association community platform.

5. Maintain the Salesforce database of national alumnae including basic contact information, local connection, and educational and employment data.

Qualifications:
- Bachelor’s degree in marketing, communications, or related field
- Strong verbal, written, and presentation skills
- Strong organizational skills including attention to detail, advance planning/scheduling, and ability to adapt to fast paced environment
- Strong analytical and problem-solving skills
- Experience utilizing Salesforce or similar CRM system a plus
- General knowledge of specialized work with girls/young women and related issues
- Must be able to appreciate, embrace and advance diversity, equity and inclusion, and have experience working with multicultural population
- Willingness and ability to travel as needed

Preferred Background:
- Girls Inc. alumna
- Experience in Girls Inc.
- Active in professional/women’s networks
- Event/marketing experience with proven track record of awareness building
- Social media management
- Advanced Project Management experience
- Proven success working with all levels of management

Location:
New York office preferred; Indianapolis office is our secondary option.

Salary:
Minimum $65K; commensurate with breadth of role and candidate experience. Will be somewhat influenced by the location. Girls Inc. offers a robust, competitive benefits package.

How To Apply: Interested applicants should apply using the following link: https://recruiting.paylocity.com/recruiting/jobs/Details/2106063/Girls-Incorporated/Alumnae-Association-Manager
About Girls Inc.

Girls Inc. Benefits:

- 2 day hybrid work schedule out of our Indianapolis office
- Vacation, Sick, & Personal Time + 12 company holidays
- Healthcare, vision, and dental insurance
- 401(k) available with up to a 5% employer match
- Wellness Stipend

OUR MISSION
To inspire all girls to be strong, smart and bold.

OUR VALUES
The Girls Inc. Strategic Plan, Leveraging the Network and the Brand, reaffirmed the values that underlie our work:
- Respect the dignity of each human being.
- Recognize and support the strength in every girl.
- Appreciate, embrace, and advance diversity.
- Drive for results anchored in accountability.
- Operate collaboratively.

OUR COMMITMENT TO DIVERSITY AND INCLUSIVENESS
Diversity and inclusiveness is defined as the acceptance, tolerance, honoring and valuing differences in culture, lifestyles, heritage, and knowledge. This includes all the similarities and differences that make us diverse internally, externally, or situationally and may include, but not be limited to: age, appearance, communication style, economic status, educational background, employer, gender identification, geographic location, job type/title, language, race/ethnicity, learning style, management status, marital status, mental abilities, nationality, parental status, physical abilities, political affiliation, religion, seniority/tenure, sex/gender, veteran status, work experience, or work location.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER