

Job Title: Alumni Engagement & Leadership Program Manager

Location: Columbus, OH

Position Type: Full-Time

About Leadership Columbus:

Leadership Columbus is committed to building a vibrant, inclusive community by developing effective leaders through immersive learning experiences, community engagement, and ongoing professional development. With a network of over 3,500 alumni, we are dedicated to fostering connections and leadership growth throughout the Columbus area.

Position Summary:

We are seeking an experienced and strategic individual to join our team as the Alumni Engagement & Leadership Program Manager. In this pivotal role, you will be responsible for creating, launching, and maintaining an innovative Alumni Membership Program that leverages our extensive network of 3,400 alumni. You will oversee the curation and promotion of exclusive perks, experiences, and leadership development tools to enhance alumni engagement. Additionally, you will help facilitate various leadership development programs, board governance training, and team-building activities, ensuring they align with Leadership Columbus' mission and objectives. This role requires close collaboration with other program managers and the Executive Director.

Key Responsibilities:

- 1. Develop, Launch, and Manage the Alumni Membership Program:**
 - Design and implement a comprehensive alumni membership program to engage Leadership Columbus' alumni network.
 - Identify, curate, and promote exclusive perks, events, experiences, and leadership development tools.
 - Monitor the program's success through metrics and feedback, making data-driven adjustments to optimize alumni engagement.
- 2. Facilitate Leadership Development Programs:**
 - Support the planning and execution of various Leadership Columbus programs, including leadership development, board governance training, and team-building activities.
 - Coordinate with facilitators, speakers, and other stakeholders to ensure program effectiveness and participant satisfaction.
 - Develop and implement strategies to enhance the quality and impact of leadership programs.
- 3. Alumni Engagement and Communication:**
 - Build and maintain strong relationships with alumni to foster ongoing engagement and participation in the membership program.

- Develop and implement a communication strategy to keep alumni informed and engaged with Leadership Columbus.
 - Collect and analyze feedback from alumni to continually improve the program offerings and experiences.
- 4. Collaboration and Strategic Planning:**
- Work closely with other program managers and the Executive Director to align alumni engagement and leadership development efforts with organizational goals.
 - Participate in strategic planning sessions to contribute to the overall direction of Leadership Columbus.
 - Provide insights and recommendations based on alumni feedback and program outcomes.

Required Skills and Qualifications:

- Proven experience in program management, alumni relations, or a similar role, preferably in a nonprofit or educational setting.
- Strong project management skills, with a track record of successfully launching and managing initiatives.
- Excellent communication and interpersonal skills, with the ability to engage and build relationships with a diverse alumni base.
- Knowledge of current leadership development trends and best practices.
- Demonstrated ability to analyze data and make informed decisions to enhance program effectiveness.
- Ability to work collaboratively with a team and build strong relationships with colleagues and stakeholders.

Preferred Qualifications:

- Previous experience in developing membership programs or similar engagement initiatives.
- Background in leadership development, education, or nonprofit management.
- Familiarity with DonorView or other CRM systems.
- Familiarity with the Columbus community and local leadership networks is a plus.

Why Join Leadership Columbus?

- Be a part of a mission-driven organization committed to making a positive impact in the Columbus community.
- Opportunity to work with a network of influential leaders and professionals.
- Competitive salary and benefits package.

To apply, please submit a cover letter and resume to katebauer@leadershipcolumbus.org.

Please no calls, emails, or visits.