

Position Description

Title: Manager, Community Engagement

Department: Development

Reports to: VP of Development

Location: NY, DC, SF or Chi

FLSA Status: Exempt

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born, skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program to integrate skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Upwardly Global is a mission-driven organization with ambitious goals of reaching and serving eligible refugee and immigrant professionals to rebuild and restart their careers in the U.S. The Community Engagement Manager will play a key role in supporting and engaging **Upwardly Global program alumni** (job seekers who have completed Upwardly Global's program) and **Upwardly Global National Leadership Council members**.

Reporting to the VP of Marketing & Communications, the Community Engagement Manager is responsible for the recruitment, engagement, and cultivation of relationships with these two important constituencies. The ideal candidate has stellar relationship management and people skills as well as strong community-building and presentation skills.

Essential Duties & Responsibilities

- a) Engage, cultivate, and activate **Upwardly Global program alumni** (50%)
 - Identify key needs and interests of alumni at different stages of their career journeys
 - Create targeted plans to engage alumni through virtual and in-person events, networking opportunities, and volunteering/mentorships.
 - Work with the Director of Individual Giving to cultivate alumni as donors.
 - Work with the Director, Direct Service to engage alumni in educational events, networking, and volunteering.
 - Work with the Director of National Employment Services to identify and help support alumni who are interested and willing to speak on Upwardly Global's behalf.
 - Be the point of contact for alumni questions.
 - Complete other duties and/or projects as assigned

- b) **Recruit, engage, cultivate, and activate Upwardly Global National Leadership Council members (50%)**

- Drive and support Leadership Council (LC) recruitment through refer-a-friend, volunteer outreach, and online/social outreach
- Manage and support all Leadership Council onboarding and off-boarding
- Support and attend **virtually** all quarterly national virtual meetings and monthly virtual chapter meetings
- Support and attend **in person** all chapter networking, corporate and fundraising events.
- Work with the Manager on individual Giving to engage LC members in the Spring and End of Year fundraising campaigns
- Work with the Manager of Individual Giving to engage and support LC members to host corporate lunch and learn sessions. Provide staffing support and speakers.
- Work with the Policy Lead and the Executive Office, on postcard or letter-writing parties supporting key policy initiatives
- Work with the Director of National Employment Services to engage LCs in educational events, networking, and volunteering.
- Coordinate with regional and policy staff as required.

Knowledge and Skills Required

- Bachelor's degree in a related field required
- Two (2) plus years of related work experience in community outreach strongly preferred
- A professional and resourceful style; unparalleled tenacity; engaging communicator who takes initiative, and is able to connect with people and organizations
- Highly organized with the ability to facilitate meetings with clear outcomes and next steps
- Excellent written and oral communication skills, very strong presentation skills
- Familiarity with Salesforce data entry
- Strong cross-cultural sensitivity

Work Environment/Physical Requirements

- Requires the ability to travel locally, regionally and nationally
- Must be available to work evening events and to occasionally work weekends

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short-term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency:

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Salary Range Transparency:

- **Central Region:** \$72,000 - \$82,000 USD per year



A resource for skilled immigrants.
An opportunity for America.

- **Western/Eastern Region:** \$78,000 - \$88,000 USD per year

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Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with Community Engagement Manager in the subject line.