



Alumni Director of University Support Job Description

About UrbanPromise Charlotte

Our mission at UrbanPromise is to provide Charlotte's children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. Our vision is three-fold: **Reach a Child, Raise a Leader, Restore Community.** UrbanPromise reaches younger children through afterschool and summer programs and raises high school leaders (called "StreetLeaders") who are employed as mentors and counselors in these programs. Our ultimate goal is to raise a new generation of local Christian leaders that is determined to make Charlotte a fully integrated city where social, spiritual, and economic capital flow between neighborhoods.

Alumni Director Position

As UrbanPromise's **Alumni Director of University Support**, you will lead a group of StreetLeader Alumni (called "Alumni Fellows") from the end of their senior year in high school through the completion of college. You will be responsible for delivering excellent student support via virtual methods (i.e. text, emails, 1-on-1 meetings) as well as in-person, ensuring each Alum feels encouraged, empowered, and equipped to earn their college degree. You will provide support to help Alumni navigate the resources available to them on their college campuses and support them in securing meaningful paid internships. Lastly, you will partner with others to design and lead meaningful spiritual and leadership development opportunities, including providing training to help with job placement (i.e. resume-writing, interview skills, etc.)

The Alumni Director of University Support partners closely with two other Alumni Directors at UrbanPromise focused on other cohorts of Alums. This Alumni Director of University Support role is focused on our **Alumni attending four-year colleges**, including those who begin enrollment at the start of their freshman year and those who transfer in from a two-year college their junior year.

You are driven by the long-term vision of UrbanPromise — that our StreetLeader Alumni become Christian leaders determined to restore Charlotte — and energized by connecting our Alumni to internship opportunities in their fields. You have an entrepreneurial spirit, excel as a relationship builder and communicator, and have the ability to coach our Alumni to persist through college. You have a knowledge of the barriers that our Alumni may be facing and are able to advocate for them, many of whom are the first in their families to go to college.

Essential Job Functions

Responsibilities of the Alumni Director include but are not limited to:

Support StreetLeader Alumni During College so they Persist & Ultimately Graduate:

- Build trusting relationships with a group of Alumni starting in their senior year of high school, partnering with the StreetLeader Directors and the Alumni Director of Community College Support in key stages
- Provide support and direction for Alumni to ensure they are applying the skills and mindsets they developed at UrbanPromise to overcome barriers and earn their degrees, starting with developing transition plans to start college and avoid the "summer melt"
- Track Alumni's academic, financial, social, and emotional health during college (particularly during their freshman year) and "lean-in" to provide support when needed (maintain detailed records of support and communication)
- Invest in Alumni to build community on their respective campuses, and connect with available resources
- Actively participate in the Crescent Coalition's Persistence Collaborative (a group of Charlotte nonprofits focused college persistence and attainment) as another form of support and knowledge sharing for our Alumni

Help StreetLeader Alumni Connect to Employers for Internships:

- Meet with Alumni to build relationships, learn their career goals, and/or match them to internship opportunities
- Develop relationships, alongside the Alumni Director of Career Transitions, with UrbanPromise's network of individual and business supporters to create a network of "employer partners" who provide internships to StreetLeader Alumni

Design Spiritual and Leadership Development for Alumni:

- Develop a vision, in partnership with fellow Alumni Directors, for the spiritual growth of StreetLeader Alumni and provide resources or support as necessary
- Help solidify the suite of "life skills" our StreetLeaders and Alumni need and then design/facilitate meaningful trainings for Alumni
- Keep a pulse on the learning needs of our Alumni in order to contribute to our evolving approach to college persistence work

Contribute to the Success of the Overall Alumni Community via Project Support and Communication:

- Contribute to the creation of centralized tools to support the efficacy of the Alumni program; these may include program calendars with Alumni milestones, mental health resources, etc.
- Share in the writing of newsletters and other communication sent to our Alumni base
- Communicate with Alumni and regular intervals to discuss the requirements of opting into the Alumni Fellowship Program and enroll new Alumni as needed (i.e. contract meeting and signing, add to cohort, etc.)

Candidate Profile & Skills

- **Relationship Building:** Can establish and maintain strong relationships with a variety of diverse stakeholders. Leads with a particular knack for influencing others toward outcomes through sophisticated relationship management.
- **Achievement:** Goal-oriented driver who takes personal ownership for results and has a track record of overcoming barriers to achieve ambitious outcomes for both children and adults.
- **Program Leadership:** Has a track record of driving strong outcomes and creating an inclusive, positive culture.
- **Communication:** Exceptional written and verbal communication skills.
- **Cultural Competence:** Leads with an awareness of and knowledge about cultural differences, their own cultural identity, and the history and contemporary struggles of marginalized groups. Balances this awareness and knowledge with continuous empathy and curiosity and examines how social context, power, and systems of privilege and oppression influence and constitute the world, their own worldview, and relationships.
- **Servant Leadership:** Lives and leads their lives in a way that reflects the humility and servant leadership of Jesus (considering Philippians 2 as a guide).

Qualifications

Education and Experience:

- Bachelor's degree in any field of study
- At least 5 years of work experience

Additional Work Demands:

- Willingness and ability to work on some evenings and weekends

Salary & Benefits

UrbanPromise is committed to attracting and retaining extraordinary, diverse leaders who believe deeply in our mission and uphold our core values. Current benefits include: UrbanPromise covers 100% of employee health care costs; matching retirement contributions up to 3% of your salary; a month-long paid sabbatical after 4 years on staff; and competitive base salaries. The starting salary range for this position is \$55,000 - \$65,000.

Start Date

The preferred start date for the position is July 8th, 2024.

Apply

In order to be considered for the Alumni Director position, you must complete the two steps listed below. Applications will be considered on a rolling basis, and interested candidates are encouraged to apply as soon as possible. **The final deadline for applications is Friday, May 10th.**

- A. Please email your resume to Jimmy McQuilkin at jimmy@urbanpromisecharlotte.org.
- B. Respond to the short answer questions listed below. Email your responses along with your resume to jimmy@urbanpromisecharlotte.org.

Short Answer Questions:

1. Please write a brief narrative of your Christian experience. Include people and circumstances that have influenced your faith, how you express your faith in day-to-day life, and why you want to work with UrbanPromise Charlotte.
2. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
3. Describe a time when you had to set and achieve an ambitious goal with students or adults. What challenges did you and your students/adults face while striving to achieve this goal? Why was achieving this goal meaningful for you and your students/adults?

More About UrbanPromise Charlotte

UrbanPromise Charlotte was established in 2013 with the purpose of providing Charlotte's low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. We strive to fulfill this mission by reaching younger children through afterschool and summer programs and by raising high school leaders ("*StreetLeaders*") who are employed as mentors and counselors for the children who attend these programs.

Since our inception in 2013, UrbanPromise has operated our AfterSchool Programs, Summer Camps, and StreetLeader Program with tremendous success. 100% of our first nine senior StreetLeader classes have graduated high school on time and received college acceptance. Most will become the first member of their families to graduate college. During our six-week summer programs the past ten years, UrbanPromise elementary students have made an average of 3.2 months of reading growth.

During the 2023-2024 academic year, UrbanPromise Charlotte serves about 600 children, youth, and young adults at four neighborhood sites in four of Charlotte's and through our Alumni Support Program.

UrbanPromise Charlotte is an UrbanPromise International affiliate site. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.