

Graduate Support Manager

Job Description

The Neighborhood Leadership Development Program (NLDP) uniquely develops the diverse leadership abilities of engaged Clevelanders who are committed to creating a city and region which works for everyone.

NLDP is comprised of three interlocking program facets. The program's core curriculum is an eleven-month sixteen-session leadership training and development program. Secondly, NLDP manages a multi-layered graduate support program. It's third facet is the provision of consistent program coaching for participants and graduates of the program.

Position Description

The Graduate Support Program provides support and resources to NLDP graduates to enhance the development of their leadership skills and expand networking opportunities to create positive change in the City of Cleveland.

Reporting to the Program Director, the Graduate Support Manager is responsible for implementing all areas of the NLDP Graduate Support Program, and will carry out the responsibilities of the position as defined below:

Job Duties and Responsibilities:

- Develop and maintain a broad based multi-faceted Graduate Support Program using a variety of strategies designed to strengthen the NLDP graduate community and encourage graduate networking.
- Creatively design, edit and revise writing and editing of newsletters; includes securing contributions from graduates and community collaborators.
- Facilitate and maintain the graduate community through social media communication with graduates. Lead disbursement of graduate project activities events within the network. Cultivate community in social media network through graduate highlights and sharing of birthday celebrations, on-going job opportunities, trainings, NLDP program event dates, and potentially relevant resources and community information.
- Track graduates' accolades and community events, and share appropriately within network
- Continue the development of a strategy for integrating the recent NLDP graduates into the NLDP graduate community.
- Meet with graduates on an ongoing basis and maintain visitation records.
- Oversee the Graduate Support Grant Program.
- Jointly coordinate the Graduate Board Match Program.
- Assist in securing speakers/presenters for continuing education of graduates.
- Assist in facilitation of graduate events and securing graduate event sites and arranging details with site and presenters.
- Maintain survey tools to identify the needs of graduates.

- Develop new programs, in conjunction with the Program Director, which address graduate needs and new or emerging issues related to leadership development.
- Create required reports for updates, activities and statistics / group data profiles of the graduate program.
- Promote and expand use of Coach-On-Call, graduate coaching sessions, act as a liaison between coaches and graduates and maintain a database of graduate coaching sessions and coaching evaluations by graduates.
- Assist/lead development and revision of marketing and communication materials, including providing copy for video and printed material.
- Create & implement graduate coaching evaluations using Survey Monkey, provide overview of trends.
- Facilitate the Graduate Events Committee, act as liaison between NLDP staff and graduates and assist the GEC in disseminating information to committee members and graduates.
- Maintain and update an online database of graduate contact records.
- Oversee and assist in evaluating the progress of graduate programs and assess areas of improvement needed.
- Build networking opportunities for graduates in order to provide them with ways to connect with other graduates and community resources to benefit their neighborhood projects.
- Assist in maintenance and distribution of annual Graduate Events Calendar.
- Assist with the recruitment and selection of future NLDP cohorts.
- Create expanded relationships on behalf of NLDP in the Greater Cleveland community.
- Assist Program Director with other program elements of NLDP as needed.

Knowledge, Skills and Abilities:

- Bachelor degree accepted, Master's degree preferred, with emphasis in social work, volunteer management, community organizing and/or education.
- Two or more years experience in leadership development, working with community organizations and/or community organizing.
- Excellent organizational, writing, verbal, and interpersonal skills.
- Creative and able to take initiative.
- Ability to manage several projects at a time.
- Exceptional attention to detail.
- Experience working in racially, ethnically, and socioeconomically diverse urban communities.
- Computer literate including all MS office applications and other computer programs used by NLDP such as Facebook, Survey Monkey, Constant Contact, and Call Fire.
- Experience creating, designing and maintaining email marketing campaigns and newsletters.
- Ability to work weekends and evenings.
- Passionate about making Cleveland a better place.

Compensation:

Salary: \$49,500 - \$53,500 per year + Benefits

To apply: All resumes and cover letters must be submitted by 5:00 PM, May 28, 2019

Please email a cover letter and resume to Yuolanda Murray at ymurray@nldpcleveland.com or mail to:

NLDP

3700 Euclid Avenue Suite 201

Cleveland, Ohio 44115.

Contact Yuolanda Murray at ymurray@nldpcleveland.com or 216-776-6167 with any further questions.

NLDP is a Program of The Jack, Joseph and Morton Mandel Foundation