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## ASSOCIATE MANAGER FOR RECRUITMENT

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"To get to equity - equity in education, equity in opportunities - we have to normalize participation. We have to make participation in high impact learning opportunities normal - not selective - not only for a few, but normal for everyone to do."

Dr. Lisa Jackson, Co-Founder & Managing Director  
College for Social Innovation

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**COLLEGE FOR SOCIAL INNOVATION** brings together colleges and social sector organizations to create fully-credited experiential learning opportunities that are meaningful, accessible, and life-changing. Our college students, referred to as Social Innovation fellows, build skills, a digital portfolio, and a network, putting them on track to become the next generation of problem solvers for humanity's tough challenges.

We aim to build a movement to make it common for millions of college students -- representing the full diversity of the nation -- to get access to well-structured internships where they learn from real-world experiences, a mentor, and a rigorous skill-building curriculum and gain access to careers in the fast-growing social sector.

Learn more about College for Social Innovation at: [www.collegeforsocialinnovation.org](http://www.collegeforsocialinnovation.org).

### **OPPORTUNITY SUMMARY:**

We're on a journey, as a new and fast growing nonprofit organization, to normalize educational opportunity in ways that best position college students to be change agents in their communities and the broader world. Our mission is to educate and inspire the next generation of problem solvers for humanity's tough challenges.

As our Associate Manager for Recruitment, you'll use your personal and professional strengths to help us find, position and empower tomorrow's leaders of social innovation. You'll use your strong voice and ability to foster deep interpersonal relationships with students and on-campus advocates, such as professors, deans and student groups, to promote our credit-bearing internships and education program. You'll also work to erase barriers to enrollment by helping students identify and mitigate the real-world challenges that limit equal access to programs like ours.

### **KEY RESPONSIBILITIES:**

- College Recruitment Strategy & Execution
  - Manage a portfolio of colleges and universities to source talented future change agents;
  - Work collaboratively with university partners to develop marketing plans for

- o campuses based on student demographic and recruitment targets; identify multiple access points to reach students at portfolio schools;
  - o Build relationships with campus faculty members, career service representatives, advisors, student leaders and key student groups on campus;
  - o Develop and implement comprehensive web-based recruitment campaigns;
  - o Plan, organize and implement university-based recruitment events (e.g., information sessions, interviews, prospect meetings);
  - o Plan and facilitate targeted recruitment campaigns with current fellows and alumni;
  - o In partnership with the team, drive engagement campaigns informed by students' particular motivations and concerns;
  - o Coordinate personal travel to and within designated campuses.
- Analysis, Administration & Cross-Functional Support for Enrollment
    - o Collect and report on data that highlights success, challenges, and potential adaptations to recruitment strategies;
    - o Analyze efficacy of recruitment strategies at campuses within your portfolio to inform decisions to change, evolve or abandon strategies;
    - o Conduct relevant research, and maintain comprehensive documentation of campaign progress, through use of relevant databases and tracking systems;
    - o At key points in the enrollment cycle, conduct interviews and make selection recommendations in partnership with other members of the team.

#### **QUALIFICATIONS & MINDSETS:**

College for Social Innovation is all about building community, achieving exceptional results together as a team, and empowering our staff and fellows to use their personal talents to achieve excellence. If you have the passion, drive, mindset and strength to help us accomplish our mission, then we want to hear from you!

We will be most interested in your application if you fulfill most of the following:

- *You can't get enough of people:* Growing and nurturing new relationships energizes you. You love to meet new people and to foster connections that empower others to excel. You're known for the bridges you build and the high-quality connections you broker. It's your strength and you can't hide the smile it brings to you and those around you.
- *You're curious and enjoy learning:* We're constantly faced with new opportunities and a changing political and bureaucratic landscape. We value people who are inquisitive and passionate about their work. People who learn the rules of the game and then find ways to foster change through incremental innovation that is inclusive of stakeholders.
- *You're a collaborator:* We're always up for helping each other and learning from one another, and we often work in groups. Your personal contributions matter, but are more impactful when they align with those of your peers and members of our broader community of partners.
- *You have strong communication skills:* Explaining complex ideas (verbally and in writing) in ways that everyone can understand is a daily part of our work. At the same time,

listening with empathy is key to understanding diverse perspectives and the full scope of barriers that we need to overcome to reach our goals.

- *You like to take initiative:* We're often faced with situations where the next step isn't clear, but we're big believers in experimenting and testing new ideas to find the best solution. We learn along the way and incorporate the feedback we need to hear to back our ideas work better.
- *You're invigorated by the idea of social change:* You look for new and creative ways to problem solve; you're not too worried about failure to take a chance and you are compelled by the power and activism that exists within each of us. Like us, you want to build and mobilize of movement of students that are inspired by the access to an opportunity for meaningful social change.
- *You value and are willing to work towards equity and access to educational opportunities for all students:* Your goal will be to attract a cohort of fellows that is predominantly composed of people of color, first generation college students and students who receive financial aid. This means that you will need to be focused on overcoming the barriers that may exist to prevent all students from taking advantage of programming like ours. You'll be driven to help students identify solutions that help those who are qualified take full advantage of our program as an opportunity for growth and development.
- *You are generous and kind:* We value each other. We set a high standard for taking care of each other and ourselves and expect kindness and a generosity of spirit.

#### Skills and Experiences Important to Success in the Role:

- Bachelor's Degree;
- 1+ years of professional experience;
- 1+ years of successful sales or recruitment or sales experience (e.g. Experience managing and cultivating leads; Experience using a CRM or ATS);
- Ability to prioritize the organization's core values and as well as the best interests of the college students you meet;
- Strong organizational skills; demonstrated excellence with details and follow-up;
- Experience in more than one of the following areas:
  - Marketing and/or communications (e.g. Social media campaigns, print design, etc.);
  - Data management (e.g. Using and interpreting data to identify trends and inform a strategy);
  - Successful use of web applications such as: Form Assembly, Squarespace, MailChimp, etc.;
- Driver's license (Required).

#### **COMPENSATION & BENEFITS:**

- Salary is commensurate with experience;

- Health benefits with 80% covered by CfSI and 20% covered by the employee;
- *MBTA MonthlyLink* bus and subway pass (valued at \$83/month);
- Cell phone reimbursement (valued at up to \$80/month);
- 21 vacation/personal days plus 13 organizational holiday days per year;
- Access to regular and ongoing feedback and professional development opportunities internally and ability to leverage organizational resources to seek additional development opportunities externally.

**TO APPLY:**

Please apply through our online application: <https://www.tfaforms.com/4614200>. Resume and cover letter required, PDF format preferred.

**NOTE:**

This opportunity is available for a start in August 2017.

-----**EQUAL OPPORTUNITY EMPLOYER**-----

*College for Social Innovation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. National Service Alumni (i.e. Military, AmeriCorps, Peace Corps, etc.) are strongly encouraged to apply.*