

THE ECONOMIC CLUB

O F W A S H I N G T O N, D. C.

Job Title: Manager, Education Programs (two roles)

Status: Full time, Exempt (start date: July 2023)

Location: Downtown Washington, DC (currently a hybrid schedule)

Reports to: Director of Education

About the *Scholars to Leaders* Education Programs

As the key pillar of its community impact, The Economic Club manages the *Scholars to Leaders* program, a coordinated suite of education and professional growth opportunities for accomplished college-bound graduates of the District of Columbia Public and Charter Schools. This set of programs provides over \$1 million annually to a group of approximately 50 high school graduates to support scholarship funding, professional mentoring, summer internships, and competitive career-oriented academic enhancement studies through the David M. Rubenstein / Economic Club Scholarships, *Scholars to Leaders* program, Fellowships, and Internships. The primary mission of the Education Programs is that each of the Club's Scholars receives support from the initial recruitment (at the end of high school) through college completion and successful workforce entry, and beyond, leveraging the Economic Club's membership resources to succeed.

Position Summary

The Education team is hiring for **two manager roles, one leading college success and one leading career success**. These team members will be charged with designing and delivering the programming and establishing processes to help scholars to succeed in college – and in their careers beyond college. These roles report to the Director of Education, and work collaboratively along with the Senior Manager of Scholarships, the President & CEO and others to implement the recommendations of the Education Committee to plan and deliver college and career success supports aligned to the unique assets of the Economic Club, including mentorship and internship programs.

The broad areas of responsibility are:

- Planning and execution of our college/career readiness and success programming
- Developing relationships with current scholars/alumni
- Managing the logistics and communication of the **mentorship/internship programs**, to ensure a positive experience for members and focused outcomes for scholars
- Developing and executing the calendar and content to support an annual cycle of **communication** with scholars, members and partners
- Ensuring timely and accurate **data collection and entry** into a Salesforce database and providing actionable data analysis and reporting
- Providing administrative and event support to ensure the successful execution of all Education and Club programming

Key Areas of Responsibility

College and Mentorship Programming

- Program Design: Work with Director to design a focused career development program for post-college scholars including pre-college summer development days
- Communications: Develop and distribute career exploration and readiness resources to scholars
- Data: Ensure data related to college success is entered in a timely manner
- Execution: Co-develop and deliver trainings and programming for college scholars – both in-person and virtually

Career - Internship and Mentorship Programming

- Program Design: Work with Director to design a robust summer internship program and focused career development program for post-college scholars
- Communications: Develop and distribute career exploration and readiness resources to scholars and alumni
- Data: Ensure data related to career exploration and readiness is entered in a timely manner

- Logistics: Manage the scheduling and communication related to recruitment of scholars and members, including host sites for internships
- Execution: Co-develop and deliver trainings and programming – both in-person and virtually

Communications

- Social Media: Develop content and manage interactions across LinkedIn and Instagram
- Newsletter: Create and distribute a regular newsletter for scholars / alumni
- Milestone Missives: Ensure scholars and alumni are receiving timely communications from the Club
- Creative Work: Lead special projects to promote the work of the Education Program, and support scholar, member, and alumni familiarity with program components. This could include videos or other media.

Data Collection and Analysis

- Schedule: Create and execute a data collection calendar which identifies the key data points, when they are collected, and where they are stored
- Collection: Facilitate the collection of key data points, working with teammates utilize tools, forms, and direct student request
- Entry: Work with vendors to facilitate the bulk upload of data, as well as manually enter data when needed
- Analysis: Analyze and share out actionable data to measure program impact, learning and for planning purposes
- Quality Assurance: Execute regular checks for data quality and completeness

Additional Responsibilities

- Assisting Marketing team with the Annual Report, newsletters, and social media
- Providing support during the scholarship, fellowship and Capital Explorer Fund selection process
- Additional tasks as assigned, including but not limited to event preparation and staffing at Economic Club of Washington, D.C. Signature Events, special programs, and other opportunities related to membership engagement, both in-person and virtually – including in the evenings and early mornings

Qualifications, Skills and Experience

- Bachelor's degree
- Three cumulative years of relevant professional experience, i.e., program design, college success
- Strong written and verbal communication skills, with a variety of audiences and different stakeholders
- Creative problem-solving and critical thinking approach
- Proven project and time management skills
- Goal-oriented, with an interest in setting and tracking against quantifiable goals
- Digital acumen is a plus, particularly in social media, simple database and email communications
- Willingness to step outside of comfort zone and learn new skills

Commitment to Diversity and Equal Opportunity Employment

The Economic Club of Washington, D.C. is an Equal Opportunity Employer. Our goal is for our workforce to be representative of the working population of Washington, D.C. We do not discriminate on the basis of race, creed, color, religion, national origin, disability, political affiliation, veteran status, sex, parental status, personal appearance or age in all matters pertaining to employment and promotion. We will not tolerate discrimination on the part of managers, supervisors, or employees. Women, minorities, and the disabled are encouraged to apply. We believe that diversity makes us stronger and challenges us to think differently every day.

Compensation and Benefits

- Robust benefits package, including employer-paid health, dental, vision and life insurance
- Vacation, sick, and federal holiday paid time off
- Retirement plan with employer contributions

- Opportunity for interaction with executive-level leaders of the largest and most high-profile businesses in the Washington, DC, metropolitan area
- Ability to contribute directly to the growth and development of the leaders of tomorrow
- The starting salary range for this role is \$55,000-65,000, commensurate with role-specific experience

How to Apply

Email your resume and cover letter to HR@economicclub.org by **May 30th** with the email subject line “**Application for Manager-Education.**”

In your cover letter, please include responses to the following questions:

- 1) Which of the areas are you most interested in - college or career success? And, why?
- 2) Why are you interested in this role?
- 3) What are your top three professional strengths? Please provide an example for each.

The hiring process will include video and in-person interviews and sample work, as well as reference and background checks. For additional information about this position or to speak with someone about your interest, please contact us at HR@economicclub.org.