

JOB TITLE: Recruiting and Alumni Relations Manager

Hours: Fulltime

FLSA Status: Exempt

Salary Range: \$45,000-\$55,000 salary per year plus benefits, depending on experience

Location: Flexible, Remote

Reporting to: Chief Partnerships Officer

ABOUT ARTISTYEAR

ArtistYear is dedicated to addressing inequities in Arts Education for K-12 students. To ensure that every low-income student in America has the opportunity to reap the social-emotional and academic benefits associated with arts learning, ArtistYear's founders created a National Service Arts Corps. We develop and support AmeriCorps Resident Teaching Artists, artists from various disciplines, and place them as full-time teaching artists in Title 1 schools to expand and deepen arts education for low-income students. This innovative strategy serves not only to significantly bolster arts education for youth, with all its attendant benefits, it also enhances the capacity of schools, benefits the larger community, and underscores the importance of service for the next generation of artists and arts educators. Launched as a pilot program in Philadelphia and certified as a 501c3 in 2016, ArtistYear was recognized as the first AmeriCorps national/state organization dedicated to service through the arts in summer 2017. In addition to its services in Philadelphia, ArtistYear now has satellite programs in New York City, Denver, as well as in rural North Carolina and Colorado.

POSITION Overview

The ArtistYear Recruiting and Alumni Relations Manager is responsible for executing strategy for ArtistYear AmeriCorps Resident Teaching Artist recruitment across all new and existing ArtistYear regions, admissions, and alumni engagement, including communications plans.

Qualifications

- Strong background in the arts and education, with an ability to support and mentor novice teaching artists working in Title I Schools
- Bachelor's Degree or Equivalent Experience required
- Track record of successful program execution with multiple stakeholders
- Ability to obtain all clearances required for working in a school setting

Knowledge, Skills & Abilities

- Strong leadership skills, with the ability to manage a diverse team of individuals to achieve results
- Willingness to work collaboratively in a start-up environment, with a flexible mindset
- Knowledge of art education pedagogy, standards, and curriculum
- Experience working in school or community settings



- Experience working with youth
- Excellent verbal and written communication skills, with an ability to speak to a wide range of constituents
- Superb planning and project management skills, with attention to detail and ability to follow through
- Proficiency in Microsoft Office and digital media platforms

Job Responsibilities

I. RTA Recruitment

- Recruitment Strategy Execution:* execute a comprehensive recruitment strategy for ArtistYear AmeriCorps RTA recruitment in conjunction with the Chief Partnerships Officer and Chief Financial Officer that includes: partnership cultivation; communication management of all recruitment channels (i.e., LinkedIn, higher education institutions, Service Year Alliance, and other hiring platforms); presentations at job and career fairs; coordination of social media accounts and other digital media tools alongside the Manager of Marketing & Communications to build a long-tail pipeline for engagement and recruitment; development of value-added resources for applicants and potential applicants; building a pipeline of prospective applicants for future years; and all communication with prospective RTAs.
- Recruitment Strategy Communication:* Support and collaborate with every member of Leadership and Program teams to oversee the attraction, conversion, and retention of RTAs as part of overall recruitment strategy. This includes specific consideration and planning for the varied needs of ArtistYear's 8+ regions and placement partners.
- Recruitment Strategy Assessment:* Maintain a careful tracking system of key activities, timelines, best practices, etc. for monitoring and assessment, and improvement. Complete After Action Reviews for each key recruitment cycle/activity to inform strategy adjustments.
- Manage Recruitment Budget:* monitor and manage recruitment budget, including relevant marketing costs.

II. RTA Admissions

- Facilitate an Equitable and Effective Application Process:* Implement an application process that is accessible to a diverse candidate pool and provides sufficient information to the internal ArtistYear team and its partners regarding a candidate's ability to succeed in the RTA role.
- Application Process Support:* Support prospective candidates through application process as the first point of contact, reaching out frequently to respond to inquiries, encourage submission, and troubleshoot throughout.
- Applicant Review:* Review, assess, and score applications; ensure completion of applications; schedule and conduct interviews with team members; check references as needed.
- Leadership for Applicant Decision Management:* Communicate with ArtistYear Program staff and relevant partners (by location) for approval on final acceptance decisions to build best-fit cohort.
- Liaise with Partner Organizations:* Facilitate efficient application processes for recruiting with partner organizations in key locations.

- f. *Decision Notification:* Manage, deliver, and track acceptance decision communication.

III. Outreach

- a. *Social Media:* Support ArtistYear's overall communication strategies to meet organizational recruitment and engagement goals; draft creative and engaging posts that raise awareness about ArtistYear and the national service movement and drive program applications;
- b. *Events:* Represent ArtistYear in a highly articulate, knowledgeable, and professional manner at career fairs, college campus visits, service fair panels, etc. (both in-person and virtually).
- c. *Education Institutions:* Build and maintain partnerships with University partners, including faculty and staff, to support ArtistYear recruitment efforts.
- d. *Other Service-focused Organizations and Non-profits:* Engage with like-minded entities that can strategically support the recruitment of RTAs.

IV. ArtistYear AmeriCorps RTA Onboarding Management

- a. *Onboarding:*
 - Collaborate with Leads to support RTA relocation as applicable
 - Maintain regular and consistent communication with accepted RTAs to ensure pre-service engagement
 - Collaborate with CFO & Director of Human Resources to collect all necessary personal information from RTAs for proper onboarding and compliance
- b. *Orientation & Training Institute Logistical Leadership:* Work with National Program Director to understand programming for OTI and support event coordination, logistics, and execution (i.e., housing, travel, meals, venues, etc.). This includes, but is not limited to:
 - Preparing and delivering relevant sessions during OTI.
 - Providing member office hours and assistance as RTAs onboard and complete required documentation.

V. Post-Service Year Opportunities for RTAs

- a. *Outreach:* Communicate with higher education institutions and cultural arts institutions to support recruitment of RTAs for post-ArtistYear opportunities (graduate degree programs, internships, and jobs)
- b. *Opportunities Management:* Curate database of opportunities for RTAs to pursue post-graduation
- c. *Presentation:* coordinate with Program Leads to engage speakers from higher education institutions to present opportunities to RTAs

VI. Alumni Relations for RTAs

- a. *Engagement:* Execute a comprehensive communication and engagement strategy for alumni engagement (i.e. alumni newsletter, volunteer opportunities) in conjunction with the program team and ArtistYear leadership
- b. *Management:* Maintain an ongoing database of alumni
- c. *Events:* In collaboration with ArtistYear Leads, curate regular Alumni events that connect currently serving RTAs with Alums in each region

VII. Other Duties

Other duties as assigned to support recruiting, admissions, and alumni engagement

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Julia by email julia.durkin@artistyear.org at least five business days before the closing date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and the type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Conditions of Employment: Applicants must pass a thorough background check prior to employment.

APPLICATION INSTRUCTIONS: Please send a cover letter and resume to [hiring@artistyear.org](mailto: hiring@artistyear.org).

ArtistYear is an Equal Opportunity Employer.

It is the policy of ArtistYear to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status.

