

WASHINGTON STATE
OPPORTUNITY
SCHOLARSHIP

Position: Corporate Engagement Manager

Reports to: Senior Development Director

FLSA Status: Exempt

Category: Regular, Full-time

Location: Seattle, WA

Salary Range: \$63,270 to 73,815 DOE

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM) and health care jobs than it can fill yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique, public-private partnership designed to address our talent shortage. WSOS fuels the state's economy by providing scholarships and a continuum of support services to high potential students who are pursuing a graduate degree, bachelor's degree, associate degree, certificate, or apprenticeship in a high-demand trade, health care or STEM program in Washington state.

The Corporate Engagement Manager identifies and develops key relationships with industry partners across STEM, trade and health care organizations in Washington. The top priorities for this role include: 1) mentor recruitment, training, support and retention for nearly 1,000 mentor-mentee pairs in the Skills that Shine industry mentoring program; 2) securing industry partner commitments to offer priority access to work-like experiences (internships, shadowships, etc.) for Opportunity Scholars; 3) cultivate WSOS industry contacts as donors, including assisting in solicitations; and 4) recruiting essay reader volunteers to support in Opportunity Scholar selection. To successfully complete the priorities above, the Corporate Engagement Manager is an expert volunteer manager with a proven track record in recruiting, training, stewarding and recognizing in a variety of volunteer engagement opportunities. The ideal candidate will be a master relationship builder with a knack for activating corporate volunteers as part of developing a robust donor pipeline. Additionally, the Corporate Engagement Manager will have a passion for equitable education access and deep mission alignment. The Corporate Engagement Manager reports to the Senior Development Director and is a member of the development team.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Manage the mentor side of an industry mentorship program for college students; includes recruiting, training, supporting, retaining and recognizing volunteers
- Develop and implement a state-wide employer engagement strategy that promotes equity and access to career-building opportunities for Opportunity Scholars
- Support the achievement of fundraising goals by identifying, cultivating and in some cases soliciting corporate partners and individuals, successfully converting volunteers to donors and vice versa.
- Set and meet targets to measure success with regard to scalability, equity and quality
- Leverage Salesforce and other tools to support the management of relationships as well as track, analyze and communicate key metrics and trends as they relate to partner relationships
- Administer WSOS mentorship platform and collateral, including creating content, training users and optimizing platform to support an improved user experience

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- Manage additional industry engagement opportunities throughout the year, including but not limited to recruiting volunteers to review applicant essays

POSITION REQUIREMENTS:

Education and Experience

- Bachelor's degree (or equivalent experience) in non-profit administration, communications, business or related field
- 5+ years' experience in volunteer management, donor or program development or external affairs role
- Strong interpersonal skills with exceptional verbal and written communication skills
- Demonstrated ability to work on more than one project, program or event at a time

Core Competencies

- Able to thoughtfully consider and embrace new ideas and different perspectives
- Focuses on accomplishing team goals rather than a personal agenda
- Communicates goals, objectives and strategies frequently and aligns them with work and tasks
- Regularly reflects on challenging situations as opportunities to identify learning opportunities; engages others in reflection
- Proactively and independently identifies potential challenges
- Awareness of inequities that exist at multiple levels (personal, interpersonal, organizational, and systemic)

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Volunteer, mentor or other employer partner engagement best practices
- Leading STEM, health care and trade employers across the state of Washington
- Mentorship best practices, particularly those most effect in serving college-aged students from historically marginalized communities
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students and students from low-income families
- High-demand (leading or up-and-coming) industry sectors in the state of Washington, particularly those that leverage the advancement of STEM and health care

Skill in:

- Networking and strategic relationship cultivation and stewardship
- Managing community and/or corporate volunteers
- Preparing and delivering compelling, persuasive presentations
- Program management including timeline development, goal setting and evaluation
- Applying Salesforce CRM best practices for relationship and moves management
- Leveraging technology and other creative solutions to enhance productivity and grow efficiencies

Ability to:

- Collaborate with diverse internal stakeholders across teams to support project success
- Curate external-facing content including mentorship curriculum, volunteer training materials, employer presentations and marketing collateral
- Problem solve, take initiative, set priorities and track success measures
- Write effectively for diverse audiences (early-career to executive professionals, etc.)
- Thrive working independently and under supervision in an energetic, fast-paced team environment
- Balance competing priorities in a cross-functional workspace

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid Washington state driver's license or identification card
- Access to reliable transportation for business travel
- Proof of automobile insurance if using a personal vehicle for business travel
- Complete a criminal background check absent of offenses impacting ability to perform in the role
- References will be required of short-listed candidates

WORK ENVIRONMENT:

- Moving to/from meeting spaces, sitting, bending, twisting, and reaching; Occasional lifting of up to 20 pounds
- Open to dialogue about issues related to diversity, equity, and inclusiveness
- Hybrid workplace including work-from-home time blended with shared office environment with moderate noise levels from standard office equipment
- Ability to perform consistent work on a PC required
- Travel up to 20% of the time

BENEFITS:

- Competitive salary commensurate with experience
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

HOW TO APPLY:

The position will remain open until filled. To apply, please send all of the following documents:

- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience
- Personal diversity or equity statement (maximum of 300 words): *The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.*

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Please email the above to jobs@waopportunityscholarship.org. Applications received by May 27 will be given priority consideration.

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunityscholarship.org. People who have personal experience as a first-generation, under-resourced or underrepresented student like the majority of those WSOS serves are especially encouraged to apply.