Richmond Promise

Job: Career Access and Success Manager

Ideal Start Date: March 2024

About Richmond Promise: Launched in 2016, Richmond Promise is a postsecondary access and success organization that is actively building a culture of degree and certificate attainment in Richmond, CA. Richmond Promise was created with the belief that all Richmond students should have the opportunity to develop their skills and reach their full potential, regardless of race, income level, or personal background. Through a college scholarship, collaborative cross-sector partnerships, and supportive programming, Richmond Promise aims to ensure all students in our city excel to and through higher education, reach their career goals, and become change-making leaders in the Richmond community. Learn more about Richmond Promise at www.richmondpromise.org.

Position Summary: Richmond Promise is hiring its first Career Access and Success Manager to provide critical support to Richmond Promise Scholars (Scholars) and alumni as they transition from undergraduate education to their careers and adult lives. The ideal candidate for this full-time position is someone who has a demonstrated ability to support postsecondary students as they learn about, prepare for, and thrive in career opportunities. You are an effective relationship builder with the ability to engage with local and regional employers, as well as higher education and nonprofit partners, to create career development opportunities for Scholars and alumni. The ideal candidate is excited for the opportunity to strengthen our career support offerings in collaboration with every aspect of our organization, including executive leadership, fundraising and development, communications, programming, and operations.

You are also passionate about the mission of Richmond Promise and closing the degree and certificate attainment divide. You believe all students can achieve their higher education and career goals, and you understand the role that Richmond Promise’s staff have in supporting the pursuits of our Scholars and alumni.

Key Responsibilities:

- Provide key support in the design and implementation of a career accelerator program
  - Support the creation of multi-year professional development programming for Scholars that may include:
    - Career mentorship
    - Professional development trainings and workshops
    - Professional networking opportunities
    - Internship placement partnerships
    - Full-time job search assistance and/or job placement partnerships
  - Play a lead role in the implementation and maintenance of the career accelerator program when launched
○ In collaboration with the Scholar Success team, coordinate career accelerator offerings with Scholar Success services to ensure seamless programming

● **Lead the design and implementation of Richmond Promise’s Alumni Association**
  ○ In collaboration with Richmond Promise staff, Scholars, and alumni, design framework for the Alumni Association
  ○ In coordination with the Operations team, develop and maintain a record of Scholars expected to graduate from a postsecondary program during each current academic year
  ○ In coordination with the Communications and Scholar Success teams, conduct outreach to graduating Scholars informing them of the Alumni Association
  ○ Build relationships with alumni and learn how the organization can support them post-graduation
  ○ Plan and host meetings, events, and online forums that support a highly engaged alumni community
  ○ Track alumni milestones, such as jobs, honors and awards, acceptances to professional degree programs, etc.

● **Build and maintain relationships with local and regional employers**
  ○ Develop an understanding of personnel trends and staffing needs of work sectors in Richmond and the Bay Area
  ○ Engage with local and regional business associations to advance Richmond Promise’s presence within the business community
  ○ Identify and pursue opportunities to build partnerships with local and regional employers

● **Develop resources and tools that help Scholars and alumni gain internship and career-track employment opportunities**
  ○ Maintain an inventory of available internship and job opportunities that may be of interest to Scholars and alumni
  ○ In coordination with the Communications team, disseminate information about internship and career-track employment opportunities to Scholars and alumni

● **In coordination with the Development team, identify opportunities to raise funding for the organization’s career access and success initiatives**
  ○ Identify and support the pursuit of grant opportunities and corporate donations to fund staff expenses and other operating components of career programming
  ○ Solicit sponsorships from employers to help fund events or resources for Scholars and alumni
Desired Competencies & Qualifications:

- At least 2-3 years of experience leading or supporting career development programming
- Experience leading or supporting career development programming
- Experience networking and building relationships with employers and business stakeholders
- Experience creating, implementing and maintaining tools and resources
- High competency in data management and analysis
- Experience using Salesforce or other CRM platforms
- Strong and rigorous attention to details and highly organized
- Strong ability to work independently and drive projects forward with limited day-to-day management
- Strong written and oral communication skills
- Commitment to advancing equity in higher education and career workplaces, including, but not limited to, racial, social, and gender equity
- Knowledge and passion for issues in postsecondary education and career development, a plus
- Commitment to or experience working in Richmond, CA, a plus

Work Environment:
This position is based at Richmond Promise’s office at 440 Civic Center Plaza, Richmond, CA 94804. Our organization practices a hybrid work model that includes remote and in-office work. Staff members work in the office on Mondays and Tuesdays with the discretion to select their work location during the remaining business days.

Office Accessibility:
Richmond Promise’s office is located at Richmond Civic Center Plaza, a centrally located municipal campus that is home to Richmond City Hall, the Main Public Library, Richmond Memorial Auditorium, and other public amenities. Civic Center Plaza is a 12 minute walk from the Richmond Transit Center, which houses the Richmond BART station, Amtrak station, and AC Transit bus bays. Civic Center Plaza is accessible via the 72M and 74 AC Transit bus lines. Civic Center Plaza is also one mile from Interstate 80 on and off ramps and 1.5 miles from Interstate 580. Commuters from San Francisco have the option of taking the SF Bay Ferry from the Ferry Building to the Richmond Ferry Terminal. While Civic Center is 2.9 miles from the Richmond Ferry Terminal, AC Transit’s 74 bus or the Richmond Moves shuttle service can provide service to the plaza.

Compensation & Benefits: Compensation is $65,000 - $80,000, commensurate with experience. Benefits include a 10% retirement benefit match, three weeks of vacation annually, medical and dental coverage, and an opportunity for professional development as appropriate.

Reports To: Director of Programs and Partnerships
How To Apply:
Please submit a cover letter, resume, salary requirements, and three professional references to Miguel Molina (mmolina@richmondpromise.org) with “Career Access and Success - [YOUR LAST NAME]” in the subject line.

We will only contact your professional references after speaking with you and if you are a finalist for the position.

Richmond Promise is an affirmative/equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, or sexual orientation or other factors protected by law.