Position: Sr Manager/Director - Education and Alumni Programs  
Location: New York/Bay Area

ABOUT BLACK GIRLS CODE  
Launched in 2011, Black Girls CODE (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

POSITION  
The Sr. Manager/Director of Education and Alumni Programs will lead all aspects of BGC’s alumni engagement, programming, activities, and support. S/he will lead organizational efforts to continue the leadership development and advancement of BGC alumnae, build and strengthen connections within the alumnae community – including incorporating new alumnae into the network and creating innovative pathways for alumnae integration into other aspects of BGC’s work.

The successful candidate will have experience in developing and managing an alumni program with a K-12, higher education, nonprofit and/or association setting with an alumni constituency.

The Sr. Manager/Director of Education and Alumni Programs will be a full-time position reporting to the VP of Educational Programs.

RESPONSIBILITIES

- Develop alumni pipeline program to foster and activate alumni community engagement and continuing education opportunities for BGC alumnae and college students
- Partner with marketing, curriculum and program teams to ensure the execution of alumni engagement strategies are consistent with organizational goals and objectives
- Create research methodologies to track program alumnae through their postsecondary and career journeys. Establish protocols to map alumnae into organization as mentors, volunteers, advisees, etc.
- Develop an internship model to link BGC students and alumnae to summer internship, apprenticeship, and career opportunities with partners, volunteers and our overall community.
Coordinate the annual BGC Alumnae Summit and other conference events to engage, educate, and expose BGC students and alumnae to career growth, networking, and other opportunities to expand their skills and resources.

Create the BGC College Loop program by working to establish a network of partner colleges and universities

QUALIFICATIONS

This is an extraordinary opportunity to be part of a small and growing team in a dynamic startup environment. The position offers great potential for learning and affords real opportunity to have a tangible impact on communities across the country.

REQUIREMENTS

- Minimum of 8 years experience in education, nonprofit or association setting, specifically managing alumni programming
- Experience working in a fast paced environment, with a focus on developing mission-driven engagement strategies
- Strong leadership skills
- Exceptional organizational skills and ability to balance multiple priorities in a changing environment
- Ability to pay close attention to detail and be highly organized, staying productive and accurate under pressure with tight deadlines (a sense of humor helps, too).
- Strong problem-solving skills, including the ability to proactively provide solutions that circumvent anticipated problems.
- Excellent verbal and written communication skills, with exceptional attention to detail
- Strong experience and outgoing personality in fostering relationships and partnerships with community organizations and corporations
- Strong interpersonal skills and ability to work well in a team environment
- Looking for team member with self-discipline, carefulness, thoroughness, self-organization, solid deliberation skills
- Integrity, maturity, credibility, and a demonstrated commitment to BGC’s mission
- BA/BS in Education, Computer Science, Business Management or related disciplines is preferred

Interested candidates should apply via the attached application portal only:

Position open immediately.