

# LEADERS OF COLOR

**Position:** Alumni Engagement Coordinator, Leaders of Color (LOC)

**Reports to:** National Director, Leaders of Color

**About Democrats for Education Reform:**

Democrats for Education Reform is a national political organization that supports elected Democrats and candidates for office who seek to expand policies and practices that work well for America's students and confront those that do not. We are education progressives who prioritize students and families, especially low-income students and students of color who should be better served by our country's public education system.

**About the Leaders of Color Initiative:**

Leaders of Color will recruit for public office leaders who are respected in their communities, and provide a suite of resources to help these leaders win elections and increase their influence. Not only are community-based leaders uniquely essential to the sustainability of education reform, local leaders who support reform values are also the least likely to receive the supportive services necessary to launching and winning elections. The LOC Training Program is the launch of our long-term development to unapologetically usher in a new, bold group of Black and Latino elected officials.

**Position Summary:**

The Alumni Engagement Coordinator is responsible for developing and implementing a comprehensive alumni engagement program designed to provide meaningful opportunities for the Leaders of Color Program Alumni. These programs include, but are not limited to civic engagement, service, personal and professional development, as well as alumni specific events and programs. This individual will lead alumni engagement and program management which includes increasing alumni participation through events and programs as well as executing goals set forth by the National Director. The Alumni Engagement Coordinator will also develop and maintain cooperative and collaborative relationships and programs with organizational units, Leaders of Color Fellows and coalition partners as necessary. This individual will work directly with the National Director and other regional directors and assist in the implementation of a program designed to engage prospective candidates fully in the work of the organization, and all other operations that pertain to the scope of work electing candidates of color across the country.

**Responsibilities Include:**

- Plan, develop, implement and promote alumni programs that support Leaders of Color alumni and post-program aspirations
- Collaborate with partners to provide appropriate and effective programming, to support alumni appeals and to facilitate alumni engagement
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally
- Maintain regular communication with alumni. Implement ongoing alumni communications utilizing an array of platforms including email, social media, web presence, print and other outlets; Remain up to date on current methods and innovations to effectively communicate with alumni

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- Directly supervise Leaders of Color alumni, other teams, providing management, advice, support and guidance of the day-to-day operations, meetings, and briefings
- Identify and qualify alumni prospects for gifts; Communicates development-related activities via written contact reports; Assures procedures are effective at documenting alumni engagement activity in the database
- Brainstorm and execute outreach strategies to prospective candidates and their principal staff
- Creates and manages outreach and alumni programs
- Responding to Leaders of Color members and campaign staff on inquiries
- Provide fluid and sound advice and guidance to Leaders of Color staff and stakeholders
- Provide consistent support and thought leadership to National Director
- Assist in managing vendors and external contracts
- Develop and submit program reports and projects
- Assist in monitoring and controlling program budget and expenditures
- Manage planning, logistics, outreach, and communication for all chapter events for alumni and potential candidates when needed
- Assist national and operations team with coalition members and partners to plan and execute joint events as needed
- Other duties as assigned

## **Skills and Qualifications:**

- Proficiency in Spanish strongly preferred
- Proven experience supporting program plans in multiple areas
- Exceptional communication skills with various stakeholders and community leaders, both internal and external to the organization
- Strong problem solving and time management skills
- Ability to build and sustain relationships with all program constituencies;
- Broad understanding of the diverse functions of campaigns, and advocacy programs and programing
- Self-motivation and the ability to anticipate and prevent problems, as well as tracking multiple ongoing projects and requests
- Strong commitment to teamwork and collaboration
- Possess the initiative to work independently, follow through on all projects, and pay close attention to detail
- Understanding of VAN, NGPVAN, ActBlue, and other advocacy and campaign tools preferred

**Compensation:** Competitive salary, commensurate with experience. ERN is proud to offer excellent benefits: health and dental coverage; life insurance; short- and long-term disability; 401K with a match plan; flexible spending/benefits plan; holidays and vacation.

**Commitment to Diversity:** ERN seeks individuals from all backgrounds to apply for this position. ERN continuously ensures that an equity lens and a specific focus on diversity, equity, and inclusion is present in each aspect of our work and embedded into our organizational fabric.

**How to Apply:** All applications are held in strict confidence. Interested applicants should send resume and cover letter to: [hr@dfer.org](mailto:hr@dfer.org).

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**Location:** This position is remote and can be performed from a home office; preference for candidates in New York City or Memphis, TN