



Program Manager, Emerging Leaders

POSITION OVERVIEW

Princeton AlumniCorps seeks an energetic, creative, and reliable Program Manager to lead and administer Emerging Leaders, AlumniCorps' 8-month nonprofit leadership development program.

Reporting to and working closely with the Director of Programs & Strategy, the Program Manager for Emerging Leaders will play an integral role in the growth and expansion of the program, Emerging Leaders alumni and partnership engagement, and the broader Princeton AlumniCorps network.

ABOUT PRINCETON ALUMNICORPS

Founded in 1990 as Princeton Project 55, Princeton AlumniCorps is an independent, alumni-led 501(c)(3) nonprofit organization. Nonprofits provide creative thinking, leadership, and structure to tackle our most pressing social issues. AlumniCorps' core programs help nonprofits further their goals while engaging participants in significant public service activities throughout their lives, from the moment they graduate college to their encore careers.

Princeton AlumniCorps currently has a 7-person professional staff, a highly engaged Board of Directors, volunteers in cities across the country, and an annual budget of approximately \$950,000. For more information about AlumniCorps' programs, leadership, and staff, please visit www.alumnicorps.org.

ABOUT EMERGING LEADERS

The Emerging Leaders professional development program helps aspiring and emerging mid-career nonprofit professionals develop the leadership capabilities, management skills, and confidence to advance their contribution and accelerate their careers in the nonprofit sector.

The program is intended to yield tangible, near-term value to participants (and their employers) and support their longer-term leadership development. It employs experiential learning and outside experts and speakers to build management skills, leadership competencies, and sector-specific knowledge. Courses run for 8 months and consist of a series of monthly in-person and virtual meetings.

AREAS OF RESPONSIBILITY

EMERGING LEADERS

The Program Manager is the primary point of contact for the Emerging Leaders program. The Program Manager works closely with the Director of Programs & Strategy and contracted facilitators, providing thorough management of the 8-month program from recruitment to the closing ceremony to post-program alumni engagement.

Participant/Partner Organization Recruitment and Outreach

- Coordinate the Emerging Leaders application process including applicant recruitment, interview, selection, and onboarding to placement tracking and management of all interested applicants.
- Lead recruitment strategy through the research and identification of new recruitment channels, partner organizations, and alumni investment.
- Collaborate with the Director of Programs and Strategy to research and design the expansion of Emerging Leaders to new cohort cities.
- Retool and facilitate discussion on Emerging Leaders social media groups such as Facebook and LinkedIn.

Program Delivery and Facilitation

- Work in collaboration with the Director of Programs to update program content, activities, policies, processes, and resources for Emerging Leaders.
- Work in collaboration with the AlumniCorps program team to explore areas for integration and mutual support between Emerging Leaders and Project 55.
- Co-facilitate content, assignments, and learning activities, with and under the guidance of the program Lead Facilitator, as needed.
- Engage with the operations team to plan and execute coordination of monthly Emerging Leaders sessions, both in-person and virtual, and annual closing celebrations for each cohort year.

Program Evaluation and Alumni Engagement

- Implement program performance measurement, primarily through participatory interviews and online data collection, analysis, and presentation.
- Manage evaluations and share responses with AlumniCorps staff and Director of Programs.
- Work with AlumniCorps staff to ensure that program and alumni participant data is up to date in Salesforce and other relevant databases.
- Design and manage biennial EL alumni surveys, and track long-term data trends.

GENERAL ORGANIZATIONAL RESPONSIBILITIES

- Collaborate with AlumniCorps staff, network volunteers, and board leadership to deliver mission and vision-driven programming and projects as appropriate.

- Attend and contribute to organization-wide initiatives including, but not limited to: board meetings, programs and community events, fundraising appeals, office maintenance, etc.
- Complete other duties as assigned by organizational leadership.
- Demonstrate Princeton AlumniCorps' values in all aspects of your daily work.

QUALIFICATIONS

The Ideal Candidate Will:

- Bring 5 years full-time (or part-time equivalent) experience, via paid work, volunteering/internships or similar, in the nonprofit sector, ideally with a focus in program management, partnership development, professional development, network engagement, or civic leadership.
- Demonstrate interest in professional and leadership development in the nonprofit sector.
- Demonstrate a fundamentally collaborative attitude with experience working alongside volunteers and nonprofit/governmental organizations.
- Have outstanding written and oral communication skills, including the ability to tailor messaging to diverse audiences and content/curriculum facilitation.
- Possess a high level of attention to detail, as well as the ability to manage & prioritize multiple initiatives.
- Work fluently in Microsoft Office Suite and be willing to learn new technology including Salesforce (or similar CRM) and Monday.com (project management), Canva (web-based design tools), and Campaign Monitor (email marketing tool).
- Understand the professional balance between independent and collaborative work, taking initiative and supporting others as necessary.
- Willingness to engage with partner organizations, program participants, volunteers and alumni who span generations.
- Be committed to Princeton AlumniCorps' mission and vision for advancing the nonprofit and public sectors through civic leadership development.
- Approach this role with flexibility, good humor, steadiness under pressure, optimism, and a sense of mission.

ADDITIONAL INFORMATION

Physical Requirements & Work Environment:

- This role involves regular computer-based work and may require sitting at a desk for extended periods of time.
- Occasional movement around the office and light lifting of materials (up to 10 lbs.) may be necessary.

- This position requires travel to New York City once-a-month for five months (out of the Emerging Leaders program year) and periodic travel to other regional locations for meetings, events, or site visits.

COMPENSATION AND LOCATION

This role is a full-time **40-hour a week hybrid role** with a minimum of 3 days in-person at our office in Princeton, NJ. The salary for this position is \$67,250. Compensation includes medical and dental insurance, retirement benefits, 20 days of paid time off annually, and generous holidays.

AlumniCorps encourages applications from People of Color, LGBTQ persons, and other underrepresented groups.

Princeton AlumniCorps does not discriminate based upon race, religion, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, non-disqualifying mental or physical disability, or other applicable legally protected characteristics.

HOW TO APPLY

To apply for this position, please email your resume and cover letter to Tim Schmidt at tschmidt@alumnicorps.org with "**Program Manager - Emerging Leaders**" in the subject line. Applications will be reviewed on a rolling basis until the position is filled. **Approximate start date:** November 2025.