

ENGAGE NJ MEMBER CAMPUS SUPPORT MANAGER

- Begins:** June 27 2022 or as soon thereafter as candidate is selected
- Company:** Engage NJ, a NJ Nonprofit Corporation.
- Location:** Nonprofit offices at New Jersey City University – Opportunity for 2-day Hybrid Work From Home
- Supervisor:** Executive Director, Dr. Saul Petersen
- Position Type:** Full-time 40 Hours Per Week, Subject to Annual Performance Review
- Compensation** \$45,000 based on qualifications and experience, with full state benefits as a public employee based at New Jersey City University
- To Apply:** Please send a cover letter and resume to Dr. Saul Petersen at info@engagenj.org

SUMMARY OF POSITION:

Amazing networking and leadership development opportunity to work within a statewide college nonprofit as our Campus Support Manager and key member of the leadership team. Engage NJ has operated in NJ for 10 years, working with community colleges, public and private colleges and universities to ensure civic engagement is a key component of the college experience, and to ensure students graduate ready to thrive in 21st century life and work. Under [our new 5-year strategic plan](#), there is a broad range of support services to be rolled out across the state that the manager will be instrumental in us delivering on immediate strategic planning priorities related to [equipping and empowering campuses](#), including:

- Facilitate a seamless flow of information and interactive relationship between member campuses and the Engage NJ administration
- Develop and coordinate steering groups for several strategic priorities below, populated by campus and community volunteers
- Oversee our annual student conference, and building a statewide student success network - helping to maximize the benefits of our annual student conference, fair, [SOS database](#), webinars, and more
- Set up a statewide civic engagement awards, and general marketing of campus achievements
- Develop a professional development calendar of identified benefit to campus staff, faculty and students
- Develop a faculty symposium on community engaged teaching and scholarship
- Set up campus seed grants program to build momentum and creativity
- Enhancing the website as a repository for best practices in campus civic engagement

Our offices are based on Jersey City at New Jersey City University, given the candidate daily access to a vibrant and diverse campus culture and experience. In addition, the candidate will travel regularly across the state to our member campuses in central, south and north Jersey, building relationships with a range of campus staff, faculty, students, and community partners, allowing the candidate to establish a significant professional network for future growth and employment opportunity. The Member Campus Support Manager supervises several contract positions to support the manager's ongoing work to build out a diverse portfolio of campus support

initiatives and acts under the guidance of the executive director. Manager engages in continuous improvement as an integral member of the Engage NJ nonprofit leadership team. Position requires experience and excitement with developing on the job.

QUALIFICATIONS

- Associate's degree or greater
- Three years or more with VISTA program experience, including with recruiting and reporting
- Direct interpersonal supervisory and / or project leadership experience
- Strong organizational and analytical skills
- Significant standards of excellence and attention to detail
- Ability to develop and refine an annual plan of work for a team of Manager and contract employees
- Leadership skills and ability to manage multiple tasks and competing priorities
- Skillful with technology and social media, and proven ability to learn on the job in areas such as drafting newsletters, Wix website updating, and other virtual means to connect individuals across the state.
- Willingness to travel throughout the state

DUTIES

Accountable Duties of the Manager are always in collaboration with a team of contract employees, with guidance from Executive Director and Accounts Manager. In the absence of direct experience, candidate must be able show experience with upskilling on the job in similar area, as follows:

Annual Member Engagement Plan

- Manage and update a member engagement database for contacts, responses, and roles
- Survey campuses based on specific initiatives of interest that will equip and empower a culture of engagement
- Solicit campus volunteers to serve on steering groups to support each initiative
- Coordinate the steering groups' work in preparing an annual faculty symposium, plus annual student conference and associated webinars. For conferences
 - Curate and provide multiple quality presentations at the conferences
 - Partner with multiple quality professionals to instruct students at the fair
 - Develop and utilize Givepulse/WHOVA or appropriate tracking software post-events to assess event outcomes and student-level increases in knowledge
- Design a collective annual plan for roll out in 2023 and beyond
- Design the project management process for seed grants and awards
- Coordinate the steering groups' work to guiding the seed grants and awards processes
- Design the project management processes for seed grants and awards
- Design and develop a submission process for a share platform for resources, practices, and tools – including the SOS Database and Thrivers annual processes
- Once projects are underway, work with the leadership group to market achievements

Grant Management – Volunteer Generation Fund (VGF) Grant

- Tracks grant deadlines and prepares annual VGF grant reports and continued funding requests
- Reviews VGF reporting requirements and prepares VGF grant progress reports
- Prepares program budget with guidance from executive director
- Tracks expenditures regularly with accounts manager
- Participates in meetings/trainings/professional development opportunities offered by VGF regional staff.

Plus One of These Areas Below for the Engage NJ Nonprofit Overall:

Drafting and Track 5-Year Fund Development Campaign (1 of 2, based on experience and interest)

- Research funder activity with programs and initiatives of similar focus to Engage NJ
- Develop and maintain a diverse fund seeking database
- In close collaboration with the executive director, develop and carry out a 2022-2027 fund development campaign, aligned to the Engage NJ 5-year strategic plan deliverables for each year
- Develop fund solicitation letters and pitch decks
- Track communication and follow-ups with funders

Marketing for Engage NJ Overall Operations (2 of 2, based on experience and interest)

- With close support and guidance from executive director and IT consultant, research and develop a new digital media marketing and communications plan, aligned to the Engage NJ 5-year strategic plan deliverables for each year
- Pitch a 2023 media engagement pilot – what works with the media now?
- Pitch a “Thriving Graduates of the 21st Century” storytelling campaign
- Align marketing and communications plan with development/fundraising campaign
- Work with IT Consultant on Google AdGrant campaign
- Learn and prepare viewer analytic reports
- Work with IT Consultant to improve online annual report and other publications for Engage NJ using multiple platforms
- Demonstrate proof-reading excellence for all public-facing text across all formats
- Manage the upkeep of contacts database for use in mail, email, and other formats

ENGAGE NJ IS AN EQUAL OPPORTUNITY EMPLOYER

Engage NJ is staunchly loyal to providing a podium for social and economic mobility, including by ensuring opportunities for improved life:work balance for the 21st century member of the team. All applicants for this position will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.