

Position Opening: Director of Alumni Engagement and Development

About Health Career Connection (HCC):

Health Career Connection, Inc. is a national non-profit dedicated to inspiring and empowering undergraduate students to choose and successfully pursue health careers. HCC's goals are to:

- 1) Support students of color and disadvantaged students to realize their potential and become health leaders
- 2) Connect them to health organizations and graduate health professions schools seeking access to diverse talent through paid internships and;
- 3) Contribute to increasing the diversity of health leaders and professionals.

Over the last 27 years, HCC has provided undergraduate students with exposure, experience and mentoring to pursue health careers. HCC's primary vehicle has been our comprehensive paid summer internship program in 10 regions nationwide (Northern CA, Southern CA, Long Beach/Orange County CA, Central Valley CA, Coachella Valley CA, Nashville TN, New England, North Carolina, New York/New Jersey, and Washington DC). These educational opportunities focus on college students pursuing careers in healthcare management and policy, health education, community health, and other public health options. HCC does not offer medical or clinical internships but does offer internships to students interested in clinical careers and one of our other priority areas.

Position Description: Director of Alumni Engagement and Development

HCC is seeking a full time Director of Alumni Engagement and Development with 4 primary areas of responsibility:

1. Develop and manage a tracking system of HCC alumni
2. Develop the alumni association and programs enhance support for and networking among alumni and further engage them in supporting HCC.
3. Develop and implement a communications strategy for HCC to achieve student recruitment, organizational and funder support and overall HCC goals.
4. Strengthen and manage HCC's website and social networks.

HCC provides alumni with a listserv, web based portal, links to graduate school and employer partners and informal mentoring support. Through this alumni relations program, HCC would like to meet the needs of HCC alumni throughout the country as well as engage alumni more in supporting each other, current interns and HCC. It will also include implementation of formal alumni tracking system and post-program evaluation of impact.

The Director of Alumni Engagement and Development will be responsible for all aspects of the alumni relations program including strategy, communications, partnership, infrastructure development, planning and executing all programs. In addition, the manager will be responsible for HCC's communications strategy, materials and on-line tools.

Specific tasks include:

1. Identifying, developing, implementing and managing a system for alumni tracking and post program evaluation.
2. Formalizing the alumni relations program around the mentoring, graduate school preparation and professional development needs of HCC's alumni.
3. Coaching and connecting HCC alumni.
4. Leading the establishment of an Alumni Association for HCC.
5. Facilitating and coordinating linkages to HCC's extensive network of interns, alumni, host sites, mentors, employers, graduate and health professions educational institution partners, pipeline programs and associations
6. Developing and managing HCC's communications strategy and materials.
7. Managing existing tools such as the Alumni Portal and the Alumni List serve, Facebook, LinkedIn and expanding HCC's online presence.

8. Maintaining the HCC Website.
9. Assisting with securing funding from foundations, vendors, employers or other sources to support the program.
10. Other tasks and duties as required.

Successful candidate will have/be:

1. Solid project management and program development skills with an interest and the ability to develop and implement an alumni association and programming.
2. Interpersonal and coaching skills to mentor and support the career development of the range of alumni (students, graduate students, alumni working in various health profession roles).
3. Ability to develop internal operations to ensure efficient systems, processes, and structures.
4. Experience and skill at developing communications and promotional materials.
5. Working knowledge of the health industry and health organizations.
6. Experience with website development and content management and is comfortable with navigating through social networking sites.
7. Ability to develop and grow relationships with key external partners and vendors.
8. Comfortable working in small non-profit with a national scope and thrives best in a fast paced, dynamic, creative, growing environment.

Qualifications:

1. Master's degree and at least 3-5 years of work experience in the health field preferred. Bachelors with highly relevant experience will be considered. Career counseling of students and recent graduates to pursue health and public health careers experience is highly desired. HCC alumni are encouraged to apply.
2. Candidate should have an experience in health settings and relationships with health organizations and higher education institutions.
3. Strong oral and written English communication skills.
4. Interest in internships, job placement and workforce development in the health field.

Compensation:

Salary is commensurate with experience and competitive.

Process & Application Deadline:

Please send a tailored cover letter and resume to Kathy Kennady at kathy@jmahrm.com with the Subject "HCC Director of Alumni Engagement and Development (First Name, Last Name)" by Friday, December 22, 2017 at 11:59pm.

Anticipated Start Date:

Position is to be filled immediately.