Washington Business Week
Program Recruiter & Development Manager
Position Description

WBW Programs Overview: WBW offers high school youth week-long educational programs at both high school and university campus settings. Programs range from in-state, regional, to international in scope. There are currently three key programs focused on major industry sectors of Business, Healthcare and Technology.

Position Overview: This position is responsible for the recruitment of students for the summer programs as well as assisting in fundraising and community development.

During the months of January to August this position should expect:

- 60% of the employee time will be spent on student recruitment: cultivating relationships to yield student registration in summer camps. This includes: presentation in the schools, youth clubs, youth groups, PTAs, YMCAs, Boy & Girls Clubs, Career/Job Fairs etc. Many of these meetings will happen outside a regular 9 a.m. 5 p.m. timeframe and could occur on weekends.   You will also be mentoring a group of high school Ambassadors and building them as a critical member of your team.
- 40% of the employee time will be spent on fundraising: cultivating relationships, soliciting sponsorships, doing community/donor presentations, making the ask and follow up.

During the months of September to December the ratio of student recruitment to fundraising will switch.

Responsibilities:

Recruitment

- Recruit students for summer programming with a target of 200 students for each our 3-week long programs. Students will be recruited from throughout Washington with an emphasis on Puget Sound area
- Deliver presentations to students, clubs, parent organization, teacher organizations, etc. to facilitate student recruitment
- Foster partnerships with key stakeholders including school administrators, teachers, and community leaders to encourage student participation in program
- Facilitate registration and participation of key groups
- Oversee online registration process in coordination with WBW software provider

Development

- Collaborate with the Executive Director and Board of Directors to create annual development plan which increases revenues to support the strategic direction of the organization.
- Oversee all aspects of fundraising plans pertaining to assigned special events and sponsorships.

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Maintain donor database
- Process donations and donor recognition
- Assist in donor identification, cultivation, solicitation, and management

Administrative

- Support planning, execution, tracking, registration and evaluation of student and volunteer recruitment
- Recruit and supervise student interns and summer program staff
- Collaborate with WBW leadership and Board of Directors for delivery of quality programs.
- Monitor and manage the behavior and safety of high school student participants

<u>Qualifications</u>

Required

- Professional experience in recruiting or sales
- Fundraising and event planning experience
- Experience working with high school students
- Exceptional interpersonal and communication skills, both oral and written
- Excellent computer skills including MS Office suite and social networking tools
- Strong personnel and program management, critical thinking and problem-solving ability
- Ability to travel overnight for extended periods of time, as needed
- Must have reliable transportation, valid WA driver's license and verify current proof of insurance (WBW will reimburse mileage)

   *Employment contingent on annual background check of criminal history information through the WSP.

Benefits Include:
Full Time Position 40+ hours a week
Salary Range: $35,000 to $45,000
Vehicle & Gas Flat Allowance $250 a month
Benefits Packet: Paid Vacation & Holidays; paid medical, vision & dental coverage
401K optional after 1 year of employment.

Application Instructions:
Send cover letter and resume to andreak@wbw.org