

<b>Job Title:</b>	<b>Promise Legacy Manager</b>	<b>Job Category:</b>	Salaried, Exempt, Full-Time
<b>Location:</b>	1901 Centre Ave Pittsburgh, PA 15219	<b>Travel Required:</b>	Local, regional, and national as required
<b>Level/Salary Range:</b>	\$55,000 to \$60,000 plus generous benefits package	<b>Schedule:</b>	Monday through Friday 8:30 AM to 5:00 PM Occasional evenings and weekends

**Position reports to: Associate Executive Director**

## Job Description

### Job Purpose

Promise Legacy is the Alumni Association of The Pittsburgh Promise. To date, The Pittsburgh Promise has supported nearly 11,000 students with scholarships exceeding \$160 million. Promise Alumni are infusing the regional workforce with diverse talent and have been hired by more than 650 local employers. To capture the full impact of The Promise on individuals and the workforce, this position is charged with identifying and maintaining relationships with, and data on, Promise Alumni, building their affinity for each other, and creating opportunities for Promise Alumni to give back. The successful candidate will exhibit a passion for the mission of The Pittsburgh Promise, winsome relational energy, an analytical mind, and a proven record in sales, marketing, and/or community organizing.

### Principle Responsibilities

- Track and maintain Promise Alumni employment information through individual outreach, targeted campaigns, and online resources
- Identify Alumni to feature in marketing materials to inspire younger students, peers, and donors
- Develop and staff a robust infrastructure to cultivate and sustain Promise Legacy (Alumni Association)
- In collaboration with the Communications and College and Career Success Teams, develop and implement events and multi-pronged communication campaigns to transition Promise Scholars into engaged Promise Alumni, and inspired emerging professionals
- In collaboration with Development Team, facilitate meetings to connect Promise Alumni with key stakeholders (Promise Board, Executive Scholar companies, and other donors/prospects) and build synergies between Promise Legacy and Keepers of The Pittsburgh Promise
- Assist Promise Alumni with career preparation and networking to achieve job in desired field
- Support Promise event planning and execution
- Fulfill other duties as assigned

### Qualifications

- Undergraduate degree in communications, marketing, advertising, or related fields
- Passion for The Promise's mission
- Minimum three years' experience in marketing, community organizing, or related field
- Skills and agility in building strong rapport with diverse stakeholders
- Exceptional organizational, interpersonal, written, and oral communication skills
- Excellent project management skills and ability to set and complete priority projects under deadlines
- Experience developing and implementing marketing campaigns a plus
- Proficiency in social media platforms and research tools
- Proficiency in Microsoft Office products
- Possession of a valid driver's license for local and regional travel
- Must pass appropriate clearances (criminal record and child abuse)

### TO APPLY

Interested candidates should submit their resume and cover letter to [jobs@pghfdn.org](mailto:jobs@pghfdn.org) by May 1, 2022.

**Promise Alumni are encouraged to apply; please identify in the resume or cover letter.** No phone calls please. THE PITTSBURGH PROMISE IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY, AND INCLUSION.