

YOUNG ENTERPRISE JOB DESCRIPTION

ALUMNI MANAGER

Job title	Alumni Manager (Part time role - 0.6 Equivalent)
Department	Development
Pay Grade	5
Reporting to	Director of Philanthropy
Based	London office
Main job purpose	To develop a strong Young Enterprise Alumni network. Work with the Director of Philanthropy and the Philanthropy Team to devise and lead new fundraising initiatives/events that form an integral part of the Philanthropy Strategy and annual income budget. To successfully locate, engage and retain Alumni to support and promote Young Enterprise and steward their contribution to narrating the longer-term impact of YE on their career path.

KEY TASKS AND TARGET OUTCOMES

TASK	TARGET OUTCOME
Work with the Director of Philanthropy to devise a plan to re connect YE Alumni and create a strong engaged network	Strong, growing, engaged network of Alumni who can support the next generation of YE students through volunteering, showcasing long term impact of programme engagement mentoring and fundraising
Research and approach Alumni that YE is not currently connected with	Continue to grow network and prospect pipeline for funding opportunities
Work closely with teams across YE to find opportunities to engage Alumni and ensure clear consistent messaging to Alumni	Ensures Alumni connected and establishes value of programme, good stewardship leading to greater engagement, including volunteering and funding

Work closely with the Data Impact and Insights Team to establish the contribution YE Alumni can make to evidencing long term outcome of programmes	Annual Alumni Survey builds a credible case for support regarding long term impact of YE Programmes engagement.
Deliver excellent stewardship for the Alumni network by running a programme of events to engage different audiences with clear, differentiated communication plans for all members of the network	Ensures Alumni are connected to YE, value YE's support and leads to funding opportunities developing a long-term income stream for YE
Work with the Director of Philanthropy to devise and implement new fundraising initiatives through Alumni network that will generate required income to the annual philanthropy budget.	Young Enterprise has a realistic, actionable and appropriate fundraising strategy that will provide the new income required to grow the business.
Deliver an income target at or above the agreed income target	Deliver income required by the organisation to deliver its programmes and meet its commitments to young people
To research prospects within Alumni network and analyse data to inform the fundraising strategy and to provide background for bid and proposal writing.	Fundraising approaches and applications are well-targeted and informed in order to maximise the chances of success.
To manage and maintain relevant and accurate data as required within the YE CRM system and protocols.	Young Enterprise retains a full and accurate database of all fundraising activities to help support long-term impact-tracking and inform future fundraising.
To be pro-active in work and target driven to drive work forward and present solutions to any challenges that arise.	The post holder demonstrates clear ownership of tasks and pro-actively shows progression towards this, asking for support whenever needed.
Provide regular reporting on performance against engagement/ income targets and prospect pipeline	Young Enterprise has clear vision of future funding and prospect opportunities

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has 4 Core Organisational Values as follows:

Unlocking Potential

Recognising and developing the potential of all; in our organisation; in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities **Creating**

Great Impact

Aiming for the biggest impact on young people and their educators

All YE Staff are expected to model these values at all times.

SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential	Event management experience
	Highly skilled in prospect research to identify new YE Alumni
	A strong networker who can seek out opportunities
	A successful track record (2-3 years' experience) as a fundraiser, ideally with previous experience of Alumni fundraising or Philanthropy
	Experience of leading successful fundraising initiatives as well as bid-writing and/or creating and delivering sales pitches.
	Excellent communication skills, both verbal and written, with the presence and authority required to command attention at the most senior levels.
	Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals.
	A positive 'can-do' attitude that will enthuse prospective and current supporters, colleagues and volunteers.

	<p>Strong organisational skills and experience of managing a pipeline of prospective funders and accurate sales forecasting. Deadline aware.</p>
	<p>Confident use of the internet for creative research purposes, as well as standard office IT packages e.g. Word, Outlook, Excel, Raiser's Edge (or other databases).</p>
	<p>Adaptable and responsive to the needs of a small not for profit organisation which relies heavily on a large volunteer network.</p>
	<p>A willingness to embrace Young Enterprise's values.</p>
Desirable	<p>A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.</p>