



## **Engagement Officer – Full Time**

### **About Us**

The Presidential Precinct engages and inspires emerging leaders to address the most pressing challenges in their countries. We seek to draw out the best from these leaders through professional fellowships, leadership exchanges, global forums, and virtual resources with four primary areas of focus: democracy & governance, economic opportunity, safety & security, and cultural heritage.

Over 1,500 leaders from more than 170 countries have joined the Presidential Precinct's programs and returned home to invest their knowledge, expertise, and networks to transform the lives of millions worldwide.

The Precinct sits at the center of a five-member consortium, consisting of two premier universities – the University of Virginia and William & Mary — and three internationally renowned historic sites — James Madison's Montpelier, James Monroe's Highland, and Thomas Jefferson's Monticello.

### **Position Summary**

As Engagement Officer at the Presidential Precinct, you will have the opportunity to be a part of large-scale change by investing in, connecting, and promoting leaders who are providing groundbreaking solutions globally.

You will be a key member of our team, integrally involved with programs, communications, and development. In this role, you will develop and implement a comprehensive strategy for alumni engagement, operationalize and manage the Precinct's alumni network, and support our partnerships with stakeholders to scale our investment in leaders and improve opportunities for growth and success.

## **Primary Responsibilities**

The position requires the ability to work independently under the general direction of the Director of Communications, while meeting deadlines and priorities.

- Develop strategies and curate events that deepen alumni and stakeholder relations
- Identify high-priority digital learning needs of Precinct alumni and manage online course design and other resources
- Develop mechanisms for obtaining regular professional updates and success stories from Precinct alumni, including regular alumni-focused newsletter content
- Conduct surveys to assess needs of alumni and funders
- Support the population and maintenance of our alumni database
- Contribute to project monitoring and evaluation and sharing program successes
- Collaborate with the Director of Communications to identify and tell stories that amplify our impact
- Collaborate with the Director of Development to identify and develop new opportunities to support our alumni network
- Collaborate with the Director of Programs to create and implement new physical and virtual programs
- Support the President & CEO on special projects as assigned
- Other duties as assigned

## **Qualifications**

- Bachelor's degree
- Experience implementing programs and documenting program impact
- Experience building and managing communities
- Cross-cultural experience
- The ability to work independently and as a team member with consistent ability to take initiative, meet deadlines, and be flexible
- A demonstrated ability to plan strategically and creatively to meet specified objectives with strong ability to anticipate challenges and generate solutions
- Professionalism in written correspondence and report writing; excellent presentation and oral communication skills

- Experience leading webinars and other virtual learning and exchange activities and familiarity with learning management platforms such as Blackboard, Canvas, Docebo, or similar is preferred
- Proven organizational skills and ability to manage multiple tasks with a high degree of accuracy and attention to detail
- Proven photography and video editing skills
- Experience working in and/or interest in developing capacity for surveys and platforms such as Constant Contact, Survey Monkey, or similar is preferred
- This position is full-time and based in our Charlottesville, Virginia, office with occasional travel required

### **To Apply**

To apply, please send a cover letter and resume to [info@presidentialprecinct.org](mailto:info@presidentialprecinct.org).

Review of applications will begin on May 9<sup>th</sup>, and the position will remain open until filled.

The annual salary for this role is \$60,000.

The Presidential Precinct is an Equal Opportunity Employer. For more information, please visit our website at [www.presidentialprecinct.org](http://www.presidentialprecinct.org).

We look forward to hearing from you!