



## Regional Recruitment Manager

### Position Description

**POSITION:** The Literacy Lab is seeking a dynamic, organized, and outgoing full-time Regional Recruitment Manager. This position oversees the implementation of regional wide recruitment and alumni engagement strategy for a fast-growing, high-performing non-profit. The Regional Recruitment Manager is responsible for sourcing, attracting, and hiring a committed, talented, and diverse corps of full-time tutors for The Literacy Lab's AmeriCorps in Washington D.C., and ensuring a robust network of engaged, supported alumni.

**ABOUT THE LITERACY LAB:** The Literacy Lab is a fast-paced non-profit organization whose mission is to provide children in marginalized communities with individualized reading instruction to improve their literacy skills, leading to greater success in school and increased opportunities in life. We partner with school districts to add capacity in high-need schools to close the literacy achievement gap for children before third grade.

**RESPONSIBILITIES:** The Regional Recruitment Manager, is responsible for the following:

- Developing and executing a strategic plan for recruitment and alumni relations work in Washington D.C.
- Managing the regional team laterally to ensure onboarding, matriculation and recruitment processes are executed to meet regional goals.
- Overseeing annual updates to regional recruitment materials, systems, and processes
- Managing and reconciling an annual regional recruitment budget
- Collecting and analyzing regional recruitment data to understand needs and meet quantitative and qualitative recruitment goals
- Building external relationships with potential partner organizations and champions of our work to maintain a steady flow of high-quality candidates, especially community based organizations
- Other responsibilities as needed
- Building an engaged network of regional alumni to strengthen Literacy Lab support network
- Providing resources to alumni network to facilitate their ongoing success
- Leveraging alumni network to support with recruitment and other organizational needs
- Working with Regional Director and staff to create an Alumni Advisory Board

**QUALIFICATIONS:** We are seeking candidates with:

- Bachelor's Degree or full-time experience in recruitment, alumni relations, or a related field preferred
- Experience using Salesforce is strongly preferred
- Experience in education, a related field, or in historically underserved communities is preferred
- Ability to create both vision and strategic steps to push our regional recruitment efforts forward

as we grow

- An outgoing personality; strong written and oral communication skills; comfortable engaging with a variety of audiences
- A deep commitment to providing opportunity to historically and systemically marginalized communities
- A deep commitment to leading in ways that foster inclusivity and disrupt white supremacy culture
- Ability to connect with, motivate, and inspire others
- A track record of persistence, taking initiative, and pursuing results
- Strong problem-solving skills, an entrepreneurial growth mindset, and a can-do attitude
- Excellent organizational skills and attention to detail and deadlines
- Demonstrated experience as a fast learner and self-starter; able to manage projects with minimal direction
- The ability to work independently and collaboratively
- A strong learning orientation and the ability to give and accept feedback
- The capacity to manage multiple demands and shifting priorities
- Good working knowledge of Microsoft Office 2010 (or later) software and Google Suite

**WORK LOCATION:** This position will be based in Washington, D.C.

**TRAVEL:** This position includes regional travel on a semi-regular basis and may require out-of-town travel of approximately 10-15 nights per year for trainings, staff events, and conferences.

**COMPENSATION AND BENEFITS:** The salary range for this position is \$65,000 to \$75,000. Benefits include 100% employer-paid health, dental, and vision insurance for employees and 50% for dependents, employer-paid short and long-term disability, employer-paid life insurance, a 403b retirement plan, 120 hours of paid vacation and 240 hours of paid wellness leave.

**APPLICATION DETAILS:** Please send cover letter, resume, and three references with contact information via email to [jobs@theliteracylab.org](mailto:jobs@theliteracylab.org) (**ATTN: Regional Recruitment Manager**)

*The Literacy Lab is an equal opportunity employer. The Literacy Lab's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.*