We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve, is critical to our ability to be culturally responsive.

Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religions exemptions.

Job Title: Education, Environment & Community (EEC) Graduate Program Manager
Department: EEC Graduate Program
Reports To: Director of Higher Education Programs/ EEC Program
Classification: Full-time/annual, Salary/exempt
Work Schedule: Monday through Friday; flexible - may include some nights and weekends
Work Location: Bainbridge Island Campus; some remote work possible
Pay Range: $49,500 to $60,000.
Benefit Package: Full benefit package provided; health benefits 100% premium paid by IslandWood (Medical, Dental, Vision, Life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

OVERVIEW:
The Manager enhances the IslandWood EEC program’s capacity to implement the current EEC program, manage recruitment processes, and take on a leadership role on the programs, recruit students to its graduate program by assessing current recruiting systems and strategies and making recommendations, based on experience and knowledge of best practices, to improve the number, caliber and quality of inquiries and applications submitted by prospective students. The Manager plays an active role in recruitment for the academic year by attending graduate fairs, cultivating prospective applicants through personal outreach, and leveraging professional networks. Additionally, the Manager collaborates with the Graduate Program Coordinators to support Alumni relations and ensure Alumni engagement with IslandWood, including in the recruitment process

PRIMARY RESPONSIBILITIES:

- Manage all activities involving Recruitment of Students, Enrollment, and Alumnae relations.
- Manage the day-to-day operational activities of the Graduate Program in collaborate with finance, admin, and operations to ensure financial sustainability and effectiveness.
- Support the development and lead-in implementation of IslandWoods Graduate Program recruiting strategies
- Supervise the EEC Program Coordinator
- Collaborate with EEC Program Coordinators to develop a tracking system that monitors alumnae engagement with a direct emphasis on recruitment
PRIMARY RESPONSIBILITIES: (continued)

- Manage and maintain the Graduate Program Salesforce database of strategic contacts at universities, career offices, and other connections to prospective applicants
  - Setup and implement “drip campaigns” for prospective applicants.
  - Collaborate with Communications team on implementation of existing recruiting strategy for IslandWood’s graduate programs, especially social media campaigns
- Address FAQ from prospective applicants, including mission and values, graduate degree and career paths, general admissions policies.
- Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values, and goals of IslandWood
- Other duties as assigned by supervisor or created through individual initiative

REQUIRED QUALIFICATIONS

- Demonstrated success in recruitment or related field
- Effective project management skills; planning and organization
- Experience recruiting university students, including those from diverse backgrounds
- Effective teamwork skills and commitment to collaborative work
- Understanding of Salesforce as a tool for tracking communication with applicants and alumni
- Commitment to support IslandWood’s work towards social justice, equity, diversity, and inclusion in the workplace
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure, post-offer.

Application Requirements:

Please submit a cover letter, resume and two current references OR an Application for Employment to:

By email to: employment@islandwood.org and state “Search for EEC Program Manager” in the subject line.

By mail to: IslandWood, Search for EEC Program Manager, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: February 2022
Application Deadline: Open until filled
Start Date: ASAP

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.