

Ryman Arts
Job Description
ALUMNI ENGAGEMENT COORDINATOR

General Description

Ryman Arts has provided studio classes and college and career planning for high school-age youth since 1990, and has thousands of alumni who range from being actively involved to those with whom we have lost contact. The purpose of this position is to deepen alumni involvement and support of Ryman Arts, fostering a positive artistic community that benefits individual alumni as well as strengthening long-term organizational sustainability.

Working under the regular supervision of the Executive Director, the Alumni Engagement Coordinator will be the main point of contact with alumni. The Coordinator will identify and implement opportunities to engage alumni and solicit their support through communications, events, volunteerism, exhibitions, professional development and other means that build strategic relationships, coordinating closely with other staff.

Principal Responsibilities and Examples of Duties

- Work with alumni, including alumni leadership board, to create meaningful programming to build alumni capacity for their future success.
- Develop outreach systems and networking opportunities including social media, in-person events, and professional development services.
- Provide support to alumni seeking assistance with college and career development, connecting them with appropriate Ryman Arts resources and other staff.
- Research, re-connect, survey, and communicate regularly with alumni and maintain database of contact information.
- Collect, write, produce and share alumni stories.
- Coordinate the full scope of alumni art exhibition projects, from call for submissions to installation.
- Solicit and coordinate alumni volunteer involvement in Ryman Arts events.
- Steward alumni and assist in soliciting their financial support of Ryman Arts, individually and in annual giving campaigns and events.
- Research and suggest options for an effective alumni association structure.
- Collect and synthesize data on alumni educational and career outcomes to assist with reports. Document activities and report on results to staff as needed.
- May solicit corporate internships for alumni and coordinate application processes for internships.
- Contribute to the positive culture at Ryman Arts and collaborate effectively to support our mission and focus on students and alumni. Represent Ryman Arts at alumni events.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities Required

- Bachelor's Degree in art, education or related area.
- Ryman Arts alumnus highly desirable.
- Two or more years' experience in project coordination experience, preferably in an arts or educational organization. Demonstrated skills in organizing events and relationship-building.
- Strong verbal and written communications skills and proficiency in social media.
- Excellent interpersonal skills and very comfortable initiating contact with others and creating relationships. Exemplary customer service skills.
- Experience managing volunteers.
- Able to quickly learn new technology systems and have a high level of skill with PC applications, website tools, Microsoft Office Suite, and databases.

- Able to work independently as well as collaboratively with diverse individuals as part of a team.
- Excellent organizational skills, able to track multiple projects and follow through to completion. Able to analyze problems and develop solutions that are responsive to high service needs.
- Ability to travel regionally throughout Southern California and flexible schedule to work some evenings and weekends for events and meetings.

The Alumni Engagement Coordinator position is a part time, 20 hour/week, one year position, that may be extended. Compensation includes employer paid health insurance and paid sick leave.

To Apply: Please mail cover letter and resume to Data Project Coordinator Search, Ryman Arts, 1933 S. Broadway, 11th Floor, Suite 1138, LA, CA 90007. No calls please. Position open until filled.