

**Alumni & Corporate Engagement Manager**  
Boston, Massachusetts

**The Organization:**

Boston Debate League (BDL) is a non-profit organization that offers debate and argumentation programs for young people in Greater Boston, with a commitment to serving students of color and other students who have been denied these educational opportunities. We tailor our programs to address the educational inequities they experience, and strive to create anti-racist, inclusive learning communities where all participants are welcome and supported in achieving the transformative, lifelong benefits of debate.

BDL implements two core programs, each with a proven track record of success. The After-School Debate program builds debate teams open to all students who have the opportunity to develop their confidence, communication, and critical thinking skills through a competitive activity that engages young people in discussions about important real-world issues of policy and equity. The Debate-Inspired Classrooms program uses an instructional model adopted by schools and teachers across all content areas, inspired by the elements that make debate a powerful learning experience. Through the program, BDL offers teachers coaching, professional development, and tools that put student voice, argumentation, and collaboration at the center of the classroom. Results have consistently shown the positive impact of debate and debate-inspired instruction on students and classrooms. *BDL's long-term vision is that all young people in Boston are ENGAGED in critical discourse, INFORMED by evidence, and EMPOWERED to lead.*

More information can be found at [www.bostondebate.org](http://www.bostondebate.org).

**The Position:**

The Alumni & Corporate Engagement Manager will support the mission of BDL by expanding the organization's robust and diverse network of active and engaged supporters and partners, strengthening its brand, growing and diversifying its financial resources, and working closely with the Director of External Affairs to build and sustain an ambitious and collaborative organization. The Alumni & Corporate Engagement Manager will collaborate across the organization and with external corporate partners to create opportunities that provide engagement activities for students, alumni, and corporate volunteers. If the Alumni & Corporate Engagement Manager is successful in their role, the organization will maintain robust and mutually beneficial relationships with partners and supporters, leading to broad and positive recognition in the community, the financial resources necessary to meet all programmatic and operational needs, and opportunities to connect students and teachers to powerful experiences and resources.

**Key Opportunities:**

The Alumni & Corporate Engagement Manager is a member of the External Affairs Team and reports to the Director of External Affairs. The Alumni & Corporate Engagement Manager will be responsible for and engaged in the following opportunities:

**After-School Debate Alumni Engagement**

- Create engagement opportunities for BDL alumni by collaborating with After-School Debate team and external partners
- Develop and execute an annual alumni engagement plan with milestone events for BDL high school seniors, including an annual event for BDL alumni and corporate engagement opportunities such as job shadows, support for internships, etc.
- Track student and alumni data relative to college attendance and career tracks; use data to highlight student and alumni accomplishments for external use for funders, corporate partners, and external stakeholders
- Identify alumni offerings and needs through surveys, small group engagements, and one-on-one conversations with alumni and corporate partners

**Corporate Partnerships**

- Collaborate with corporate partners to create engaging career and workforce readiness opportunities for After-School Debate students and alumni, such as mini-debates, job shadows, internships, and other career-focused activities
- Support corporate partners by providing a template for employee engagement, outreach, onboarding, and outcomes expectations
- Plan and execute logistics and communications for corporate engagement events

**Communications and Marketing**

- Increase visibility for the organization and partnerships through strategic use of social media, email communication, and other marketing
- Compose and edit external communications for a variety of audiences that reflect organizational values and clearly convey the organization's impact
- Gather data on corporate partnerships, engagements, and outcomes for reporting purposes and use in marketing and visibility campaigns
- Create and execute event-specific communication and social media strategies

**Resolved Program**

- Work with After-School Debate team to provide program coordination for the Resolved Program serving young men of color in BDL partner schools, including outreach, planning, and logistics support for corporate partners
- Coordinate events and speakers for the Resolved Program

**Organization-Wide Work**

As a member of the BDL organization, the Alumni & Corporate Engagement Manager participates in staff meetings, contributes to organizational strategic planning, and fulfills a “support staff” role at two After-School Debate tournaments and at other key BDL events during the year. Like all BDL staff members, the Alumni & Corporate Engagement Manager is expected to engage in conversations related to the organization’s values, which include Racial and Social Equity and Diversity and Inclusion, and support implementation of programming that ensures that these values are upheld.

**The Ideal Candidate:**

The Alumni & Corporate Engagement Manager is highly organized, collaborative, creative, and detail-oriented. The ideal candidate will have a demonstrated history of success in organizing and executing events, tracking multiple tasks and competing priorities simultaneously, and creating engaging content. They are inspired to be a part of an organization that supports young people in strengthening their voices and they have a passion for upholding the mission, vision, values, and commitment statement of the BDL. Although no one candidate will possess all of these qualities, the ideal candidate will bring many of the following personal and professional characteristics to the position:

- 3+ years of professional work experience in event planning, fundraising, relationship management, partnership development, external affairs, or similar experience
- Relationship-building skills and the ability to clearly communicate the mission of the BDL and inspire others to action by demonstrating the organization’s values, achievements, activities, and potential
- A proven record of achieving goals through excellent planning and implementation skills
- Exceptional interpersonal and superior written and verbal communication skills
- Ability to work independently and collaboratively in a changing environment
- A high level of organization, ability to prioritize tasks, attention to detail, and follow through
- Experience seeing a project through from conception to completion
- Cultural competence, including the demonstrated ability to work effectively cross-culturally and to respect the beliefs, language, and cultures of the BDL community including students, coaches, volunteers, donors, and staff
- Spanish language skills preferred

**Salary Range:** Salary range is \$50,000 - 60,000/year and commensurate with experience. Competitive benefits including health/dental and generous paid time off are provided.

**To Apply:**

Applications accepted on a rolling basis with interviews likely to begin in mid-July. The estimated start date for this position is early September. This is a year-round position.

Confidential inquiries, nominations, referrals, and resumes with a detailed cover letter outlining how skills and experience demonstrate an ability to meet the challenges and opportunities of this position, should be forwarded via email in Word or PDF format to:

Kimberly Bartlett-Ra, Director of Operations  
Kbartlett-ra@bostondebate.org

The Boston Debate League is an Equal Opportunity Employer. The BDL values having a diverse staff that reflects the experiences and backgrounds of the students and teachers it serves. For more information about the Boston Debate League, please visit <http://www.bostondebate.org>.

### **Why BDL?**

The Boston Debate League is a great place to work. Our mission is inspiring and of urgent importance. Our community of staff, students, educators, volunteers, and supporters is vibrant, passionate, and engaged.

Our core values of *Power of Young People, Analytic Discourse, Diversity and Inclusion, Racial and Social Equity, and Joy in Learning* guide the work we do and enrich our staff culture. BDL employees enjoy:

- Working for a mission-driven and anti-racist organization with passionate staff and an inspiring student, coach, teacher, and volunteer community
- Competitive salaries
- Generous benefits, including health (75% employer paid) and dental (50% employer paid) insurance, pre-tax commuter benefit, and ample paid time off, including office closure the week between Christmas and New Years
- A family-friendly and flexible work environment