



Manager, Growth

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting civic and business leaders into New York City public schools. From those early days to our work today implementing hands-on, immersive programs that open eyes, open minds, and open doors, PENCIL realizes its mission “to connect students to success.” PENCIL makes it easy for business professionals, educators, and students to work together - in schools and the workplace. Our programs, including virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.

The Manager, Growth is critical to PENCIL’s ability to recruit and engage volunteers and maintain corporate relationships that sustain PENCIL’s programs. This role includes the identification, engagement, and cultivation of volunteers, prospective donors and funders. The Manager needs to be a strong communicator and collaborator, and have some experience with strong writing, event planning, volunteer recruitment/engagement, donor cultivation and stewardship, and project management. The position is responsible for the stewardship and relationship management of a small portfolio of corporate partners that provide funding, volunteers, internship host sites, and other means of support to PENCIL.

This full-time position reports to the Vice President, Growth and will work closely with other Growth team members as well as the operations and programs team to ensure effective relationship management of partners and meeting revenue targets.

RESPONSIBILITIES

Volunteer Recruitment & Engagement

- Identify a full calendar of volunteer needs related to the internship program and other opportunities ensure all needs are met for effective program execution
- Recruit and steward individuals and corporate partners year-round for available volunteer opportunities in-person and virtual such as career panels, internship training, Career Explorers, and enrichment events
- Manage PENCIL’s presence on volunteer portals such as NYC Service, etc.
- Provide volunteer engagement content including dates and times for our website.
- Organize and host information sessions for prospective and current volunteers.
- Leverage relationship with CEO Jobs Council to recruit Career Explorer mentors for students from Future Ready NYC schools.

- Ensure surveys are disseminated and completed by volunteers.
- Identify highly engaged volunteers with capacity for additional engagement including Principal for a Day, the Great Give, and other opportunities.

Internship Program: Employer Recruitment

- Partner with the Senior Employer Engagement Manager to secure commitments from internship hosts to support intern salaries, training and development support, and sponsored internship enrichment programs
- Secure in-kind space for events such as Internship training

Corporate and Foundation Relations:

Portfolio/Relationship Management

- Support corporate donor pipeline development through volunteer program opportunities
- Manage and steward a small portfolio of existing corporate donor accounts that provide Points of Engagement opportunities

Tracking & Internal Coordination

- Monitor a small portfolio of Corporate sponsorships internally by: tracking funding information; updating internal reporting systems; maintaining historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations
- Complete all data entry in all internal and external databases related to recruitment and placement

QUALIFICATIONS AND COMPETENCIES

- At least two years of experience with volunteer management, employer engagement, or development
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting, while working both independently and collaboratively
- Exceptional interpersonal awareness to identify interest and capacity for further engagement of individuals
- Relationship Building: Demonstrated expertise in developing and cultivating successful collaborations and working with diverse stakeholders
- Strong communication skills
- Cross-Team Collaboration: a desire and willingness to collaborate with others across the organization
- An operations mindset: prioritizing consistency and efficiency; working “smarter not harder”
- Commitment to PENCIL’s mission and public education
- Experience in a non-profit or public-sector environment with education or youth development preferred.

COVID-19 Vaccination is required for hire.

COMPENSATION

Salary range for this position is \$60,000 – 64,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or domestic partner and dependents
- A retirement plan with employer matching
- Commuter benefit and flexible spending plans
- Professional development stipend
- Annual paid time off for holidays, vacation and sick
- Short and long-term disability and paid family leave.

TO APPLY

Visit [PENCIL's Application Form](#) to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. ***You may be just the right candidate for the role.***