

synerG Young Professionals Director – Position Description

Overview:

The synerG Young Professionals Director is the lead staff person responsible for the Action Greensboro's focus area of attracting, engaging and connecting Young Professionals to/in Greensboro within the greater organizational mission of advancing our local economy through creativity and innovation. This full-time, salaried position requires excellent organizational, multi-tasking and project management abilities, a high level of attention to detail, background in volunteer development/management, fundraising and budget management experience, flexibility, a good sense of humor and a general comfort level working with diverse groups of people. A willingness to work some nights (several per month) and occasional weekends (several per year) is also necessary.

Mission, Vision and Values of synerG:

synerG, under the umbrella of Action Greensboro, is an active organization of young adults who lead initiatives with the mission to attract, engage and connect Young Professionals to Greensboro, North Carolina.

Through our projects, synerG promotes social and professional networking, leadership opportunities and serves as a clearinghouse for information for young adults in the 21-39 year-old age demographic.

synerG values the creation of opportunities and atmospheres that promote connectedness, diversity/inclusiveness and accessibility.

Basic Functions of synerG Young Professional Director:

- Lead and manage the Action Greensboro focus area of attracting, engaging and connecting Young Professionals to/in Greensboro ("synerG")
 - Maintain the current program of work
 - Facilitate opportunities for Young Professionals and community organizations to work together on key projects
 - Assess the interests and needs of Young Professionals in the area
 - Adjust current projects and develop, secure support and implement other/new projects and initiatives as necessary within the current mission, vision and values of synerG
 - Sustain excellent communication with leaders, volunteers, organizations and the community
- Provide support for other Action Greensboro focus areas as requested by the Executive Director

Specific Duties and Responsibilities:

- Direct and coordinate the work of synerG to attract, engage and connect Young Professionals to/in Greensboro
 - Facilitate regular meetings of synerG Council and help guide the agenda/goals of the Council
 - Coordinate activities/efforts of committees and task forces as needed and provide staff support to related events and activities (including but not limited to Fall Ball, Leadership Initiative, Making Connections Around the Table, synerG In the City and synerG On Tap)
 - Supervise the Triad InternNet project, including management of Project Manager and Project Assistant, oversight of general project goals and direction and provide staff support to related events and activities as needed
 - Maintain synerG project budgets and process related deposits, invoices and related tasks, including future budget development
 - Manage synerG-related communication, outreach and marketing efforts, including but not limited to synerG e-Update emails, Welcome Packets, Facebook group and synerG website
 - Work with Office Manager in the management of Young Professional contact information in organizational database
 - Identify up-and-coming Young Professionals for integration into synerG leadership opportunities

- Conduct on-going assessments of the effectiveness of initiatives and projects as related to mission, vision and values of synerG and make adjustments as necessary
- Coordinate projects with other Young Professional organizations as appropriate
- Write articles, news releases, grant applications, reports and other documents as necessary
- Speak to civic groups and media as called upon
- Assist in Action Greensboro's work to advance our local economy through creativity and innovation
- Ensure involvement of and contact with volunteers
- Recruit and supervise interns as needed

Qualifications:

- Education: Bachelor's degree with 3-5 years of relevant experience and/or related Master's degree
- Excellent written and oral communication skills and interpersonal skills
- Proven competence in project management and event planning
- Demonstrated abilities in volunteer development and management
- Strong organizational skills and a high level of attention to detail
- Experience in community outreach and marketing
- Competency in fundraising and budget management
- Commitment to a thriving Young Professional community in Greensboro
- Flexibility, a good sense of humor and a general comfort level working with diverse groups of people
- Proficiency in Microsoft Office software, Adobe Contribute software (website maintenance) and Facebook (social networking website)
- Grant writing and reporting skills also strongly preferred

Other Requirements:

- Must have a valid driver's license, insurance and access to a vehicle for off-site meetings and events
- Must be able to staff several evening meetings/events per month and several weekend meetings/events per year

Compensation:

- Competitive salary
- Generous benefits package

To Apply:

- Please submit cover letter, resume and contact information for at least 2 professional references to:
April Harris, Executive Director
Action Greensboro, 317 South Elm Street, Greensboro NC 27401
aharris@actiongreensboro.org, 336-379-9719 (fax)

Deadline:

- Review of applications will begin 6/23/08 and will continue until position is filled

Action Greensboro and the Greensboro Partnership are Equal Opportunity Employers and encourage candidates of all backgrounds to apply for this position.