



New Memphis is a not-for-profit organization committed to developing, activating, and retaining talent in order to forge a more prosperous and vital new Memphis.

**Title: Manager of Accelerate**

**Position summary:** Reporting to the Senior Program Manager, the Manager of Accelerate supports New Memphis' leadership and development programs, with a focus on leading the Accelerate program that offers college students the skills and networks necessary to launch a successful career in Memphis. The Manager of Accelerate is responsible for delivering program content, recruiting participants, measuring outcomes and driving continuous improvement. They will also be the brand ambassador in the community, driving awareness and support of the Accelerate program.

**Position responsibilities include:**

- Populate each Accelerate class with college student participants that meet the program's goals
  - Lead the application process, selection of participants, and creation of cohorts
  - Drive conversations with priority nominees to activate them to apply
  - Manage contact with Accelerate program nominees
  - Build and maintain relationships with community and campus partners who serve as pipelines to Accelerate participants
  - Design a strategy to grow the Accelerate brand for future participants
- Lead 3-4 cohorts of Accelerate annually and meet or exceed the goals set for the program
  - Manage location, logistics, and content of each class
  - Manage relationships with external facilitators and ensure excellence in their work
  - Deliver an outstanding program experience for participants
- Ensure the thorough collection of Accelerate program evaluation data and drive continuous improvement in response to data
  - Work with Program Team to analyze evaluation data and refine program content and curriculum based on feedback from participants and stakeholders
- Lead focused engagement of Accelerate program alumni after graduation
  - Drive alumni engagement in Launch events and other New Memphis opportunities
  - Partner with Collegiate Engagement Manager to create Launch events that help college students develop professional skills that will ensure success in an internship
  - Coordinate connections for recent graduates to New Memphis employer partners to secure paid internships/employment
  - Plan to create and send regular Accelerate alumni newsletter with relevant content
  - Conduct annual alumni survey of graduates for three years post-program
- Manage all data relating to the Accelerate program within Salesforce
- Support any functions assigned from the Program team, the priority being Educator Engagement Initiatives



**A successful candidate will have:**

- Personal interest in New Memphis' mission to develop, activate and retain talent in Memphis
- A passion for developing others and maximizing potential for young talent and emerging leaders
- Excellent verbal and written communication, including the ability to persuasively communicate the Accelerate program's outcomes and value
- Demonstrated project management skills, with the ability to create organization and process where there may not be clear structures in place
- Exceptional emotional intelligence with a consistent track record of successfully working with diverse personalities.
- A history of managing their work with minimum of oversight and collaborating with a team who leads from every chair
- A desire to work in fast-paced environment managing multiple and competing priorities
- A consistent track record of collaboration with a diverse team
- A history of working with agility in an entrepreneurial environment

**Required qualifications:**

- 4-6 years relevant experience; Bachelor's Degree preferred
- 1-2 years experience training, coaching and developing others
- Experience working with collegians or young talent preferred
- Proficiency with Excel, Outlook, PowerPoint, Word, Windows; able to learn Salesforce
- Full Time. Extended hours, including evening and weekend time

Excellent benefits include medical/dental/vision insurance; generous retirement contribution plan. We are looking to fill this position immediately. Qualified applicants should send resume and cover letter by April 5 to [jobs@newmemphis.org](mailto:jobs@newmemphis.org). Only candidates selected for an interview will be contacted. No phone calls, please.

***New Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability or veteran status.***