



University Relations Coordinator

This is a grant-funded position for 2-years. Although the grant is expected to end in 2022, the hope is that additional funding will be obtained to extend employment.

This position will be preferably based in Atlanta, Georgia, but open to remote for the ideal candidate. The person will be responsible for driving partnerships with Land Grant and Minority-Serving Colleges and Universities (HBCUs) within the MANRRS network. You will be part of the National MANRRS Office Staff and expected to drive relationships with key institutions.

This is an exciting opportunity to help surface areas of opportunity and develop best practices for how we 'show up' with and support MANRRS institutions. You will play a key role in engaging directly with diverse stakeholders within the MANRRS network and at the universities. You will work closely with the National Office to achieve your goals; you will develop deep insights into universities' needs through on-campus presence and will be responsible for clearly documenting and communicating these customer insights back to the MANRRS National Office.

The ideal candidate will have strong customer-facing skills, professional presence, the ability to think broadly, and the presence to help bring all of MANRRS assets into one integrated agenda with universities. You will have the ability to understand cultural norms at all levels of the university community - from Presidents and Provosts to professional staff and students, and the ability to navigate, engage, and influence a broad constituent base within MANRRS.

You will report directly to the Chief Operating Officer and will help coordinate the MANRRS strategy with collegiate institutions. An ability to operate independently, proactively, and intuitively in a shifting environment is essential. Minimum 30% travel is required.

Note - MANRRS is currently limiting travel to essential travel only and this role will not resume travel until this company restriction is lifted.

Responsibilities:

- Drive pipeline recruitment in partnership with the Colleges of Agriculture; Lead the planning and execution of new University programs and attend critical events to network with our industry's top emerging leaders.
- Develop and implement MANRRS collegiate programs (clubs and school enrichment).



- Event Management – plan and execute creative small to large scale events to source top talent.
- Engage directly with, but not limited to: MANRRS Regional Student VPs, chapter advisors, department heads, Provosts, and Deans at the respective institutions.
- Develop and monitor program infrastructure including program requirements, implementation projects, communications, training, and delivery support.
- Research pipeline programs at other organizations to ensure we're competitive and positioned as an organization of choice.
- Serve as a point of contact to direct university stakeholders.
- Provide systematic input back to the MANRRS team on your engagement campus chapters. Document current best practices with universities that should be amplified and elevate opportunities for improvement back to the MANRRS team.
- Develop a recruitment and retention plan for MANRRS Collegiate Chapters.
- Surface and elevate university need and opportunities that do not fit into current MANRRS outreach back to the MANRRS team. Based on this information, propose new strategic initiatives to the MANRRS team and internal stakeholders.
- Lead virtual internal MANRRS programming aligned to these strategic universities; facilitate the sharing of information and best practices within these internal teams, encouraging creative new ways to work together to achieve MANRRS goals. Find ways to incentivize out-of-the-box thinking and help steer collaborative efforts among team members to complete.
- Assist in developing effective ways to share information between teams and practically document and scale best practices across other universities.
- Assist in the implementation of the overall University Relations strategy across the MANRRS Society.

Duties:

MANRRS Resource for Internal/External Customers – 50%

- Take designated training and courses related to Workforce Development and curriculum development. Implement tools to enable all stakeholders to integrate MANRRS resources including, but not limited to a Quarterly Newsletter and online communication resources via multiple online media platforms. Assess program evaluations and goals for the MANRRS program and curriculum, detect any performance deficiencies, and suggest target training and opportunities for chapters advisors. Assist in planning collegiate programs for MANRRS and collaborative partners. Lead workshops and programs that focus on the academic success and retention, progression, and graduation (e.g., academic coaching, time management, career prep,



financial literacy, public speaking, undergraduate research, service, global/diversity engagement, internships, etc.) of traditionally underrepresented student populations.

Reporting and Communication – 25%

- Independently coordinate the services provided by MANRRS and staff, maintaining, and enhancing the reporting system for the usage of marketing materials, social media, website, and newsletters for the National Office and staff. Create and retain reports as needed.

Business Support, Service, and Professional Development, Youth Outreach – 15%

- Model and promote excellent customer service as the MANRRS University Relations primary liaison of the Society. Participate in continuous professional improvement and training activities. Provide input for ongoing improvement in processes to ensure effective and efficient practices. Respond in a timely manner to all questions from prospective and current students. Stay up to date on all current policies and procedures. Be proficient in Microsoft Excel and Word.

Professional Standards, Customer Service and Organizational Improvement – 10%

- Consistently live out the commitment to the National Society of MANRRS as a tenet of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Demonstrate exceptional people capabilities, ensuring diverse perspectives throughout. Other duties as assigned.

Minimum Qualifications:

- 2+ years of proven thought leadership and results working with academic communities is required.
- Bachelor's Degree.
- Understanding of the university environment.
- Commitment to developing, communicating, and executing against a shared vision, gaining support from a wide array of internal/external stakeholders.
- Ability to think strategically, intuitively, empathetically, and to solve unstructured problems.
- Demonstrated ability to work independently.
- Ability to analyze complex issues and work effectively across teams.
- Ability to plan, develop, and articulate strategies for engaging with key audiences and to bring customer insights back to internal stakeholders in a usable form.
- Strong ability to represent MANRRS and build trusted external relationships.



- Demonstrated ability to facilitate an effective virtual community, track record of excellent teamwork and collaboration in a large organization across multiple teams.
- Strong verbal, written, project management, and time management skills.
- Willingness and ability to travel to the extent necessary to accomplish objectives.
- Good judgment and strong interpersonal skills.
- Valid Driver's license.
- Other duties as assigned by Management.

Desired Qualifications:

- Background in education or curriculum development
- Knowledge of culture and environment of MANRRS
- Knowledge culture and environment of Minority Serving Institutions (HBCUs, HSI, Tribal, etc.) and Land Grant Institutions
- Knowledge of food, agriculture, natural resources, and related sciences.
- Experience presenting strategy and results to senior leadership
- Experience with budget and expense management
- Highly organized and efficient
- Marketing and design skills
- Project management skills

Inclusion Disclosure:

If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact MANRRS at exec.office@manrrs.org.

MANRRS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.