



Manager, Programs and Communications

Global Citizens Initiative, Inc. (GCI)

July 2022

ABOUT THE POSITION

Global Citizens Initiative (GCI), a US-based 501(c)(3) nonprofit social enterprise, seeks a high caliber and talented individual to join our team. If you are excited to engage, educate and empower secondary school students from around the world, want to support them on their journey to become lifelong, ethical leaders of positive change, have an interest in intercultural dialogue and global competence and are keen to work at a mission-driven organization with like-minded team members, this position may be for you.

The role of **Manager, Programs and Communications** is multi-dimensional with the key focus on planning and executing GCI's flagship programs, **the GCI Summit/Fellowship** (an 9-day in-person academic conference for secondary school students held during the summer followed by a 9-month virtual project-based fellowship), the **GCI Seminar** for secondary school educators, as well as programs and events that GCI organizes for its growing number of program alumni. This role presents an exciting opportunity to contribute to a dynamic organization by helping to manage its existing, highly successful programs, while having opportunities to be creative, as GCI expands its reach through new and innovative initiatives. GCI is well poised for its next phase of growth, and this is a unique opportunity to join the organization as it expands its impact.

THE OPPORTUNITY

GCI seeks an exceptional performer and committed team member who is capable of efficiently managing our most important programs and has the creativity and technological skills required to ensure their ongoing effectiveness and impact. The **Manager, Programs and Communications** will report to the Senior Manager, Programs and Partnerships and will work closely with other members of the GCI team to:

- Plan and execute the annual GCI Summit and Seminar
- Contribute to outreach and relationship development at key schools around the world
- Oversee the 10-month GCI Fellowship, in conjunction with the mentorship program
- Work with and develop programming for GCI alumni
- Plan and draft relevant external communications

RESPONSIBILITIES

The Manager, Programs and Communications will:

- Assist with the planning and delivery of the 9-day GCI Summit and the 6-day GCI Seminar, providing oversight of all activities and establishing and maintaining relationships with all constituents
- Oversee program logistics (e.g., venue selection, lodging, transportation, catering and printing) and manage ongoing communications with program vendors
- Manage the selection and training of the GCI alumni who function as Teaching Assistants at the Summit
- Develop and manage program budgets using Excel
- Oversee the service project and mentorship components of the GCI Fellowship, convening students virtually to discuss their projects and assisting in the recruitment and management of mentors
- Manage the application process, including building and revising the applications on the SurveyMonkey Apply platform, synthesizing admissions committee results for each program, drafting and sending acceptance letters and tracking the completion of mandatory forms online
- Participate in outreach to GCI partner schools, other secondary schools and intermediary institutions around the globe and in the annual selection of 36 students for the GCI Fellowship
- Co-administer GCI's CRM platform - Salesforce
- Contribute to the planning and delivery of GCI alumni reunions and other alumni gatherings and online events
- Assist with the creation of marketing materials and external communications (using PowerPoint and Constant Contact), social media postings, and website management,
- Contribute to the planning and delivery of GCI's fundraising and stewardship events, most notably GCI's bi-annual charity golf outing

QUALIFICATIONS

The ideal candidate will have most, if not all of the following qualifications, characteristics and experience:

- Solutions-orientated mindset with exceptional attention to detail, meticulous accuracy and thoroughness
- Comfortable with managing and prioritizing an evolving workload and pivoting and escalating to management, as necessary

- Ability to work independently and pace their workload but also an effective collaborator
- Outstanding written communication, analytical, interpersonal, administrative and organizational skills
- Excellent verbal communication and management skills to build relevant stakeholder relationships
- Significant skills and great interest in technology with the ability to quickly learn and master new programs
 - Advanced abilities with Microsoft Office and many of the following (or their equivalent): WIX, Squarespace, WordPress, Hivebrite, Constant Contact, Hootsuite and SurveyMonkey Apply
 - High-level competency in design software (e.g., Adobe, InDesign, Acrobat, Photoshop and Illustrator)
 - Familiarity with Salesforce or other CRM systems such as Raiser's Edge, administrative capabilities highly desirable
- Solid ability to perform project-level risk management
- Bachelor's degree or equivalent from an accredited college or university
- Minimum of 5 years of post-college, fulltime work experience with increasing responsibility
- Ability to develop detailed plans to monitor and track progress, as well as coordinate and deliver on-time and within scope and budget for flawless execution of multiple projects
- Flexibility to travel to and work at the Summit and Seminar for 2 weeks every summer and to visit schools and program locations in the US and overseas, as needed
- Project Management experience preferred
- Prior nonprofit experience - including significant volunteer activities - a plus
- Global-mindset and appreciation of different countries, cultures and perspectives
- International work/education experience and multiple language skills are highly valued

COMPENSATION & BENEFITS

The salary for this position is competitive and will depend on qualifications and experience. GCI offers all fulltime employees:

- Medical, dental and vision insurance
- 401K plan with an above-average employer match and immediate vesting
- Health Savings Account, employee paid basic Life & AD&D, STD & LTD
- Commuter benefits
- Very generous time-off including 4-5 days after GCI's annual programs in July and a week at the end of the year, in addition to 11 paid holidays and a minimum of 17 vacation and personal days, depending on experience and seniority

- Early office closings on Fridays in July and August (“Summer Fridays”)
- An annual professional development stipend to promote continuous learning

LOCATION

Located in Greenwich, CT, GCI’s office is less than a 5-minute walk from the Greenwich Metro-North train station, which is an express stop on the commuter line from New York City. GCI offers a hybrid in-office/remote work model that helps build a cohesive team culture while supporting work-life balance.

TO APPLY

GCI is committed to diversity, equity and inclusion and we welcome applications from candidates with a wide range of experiences, backgrounds and identities. Please submit your resume and a thoughtful cover letter to rjohnson@globalci.org by **Friday, August 19th**. Indicate your salary requirements and how you learned about this position.

ABOUT GLOBAL CITIZENS INITIATIVE, INC

Global Citizens Initiative, Inc., or “GCI” (www.globalci.org), is a 501(c) 3 nonprofit organization based in Greenwich, CT that engages, educates and empowers the next generation of global citizens. The cornerstone of GCI is its 10-month Fellowship which kickstarts with an 8-day educationally rigorous Summit held annually in July that includes top instructors from Phillips Exeter Academy, Harvard Business School and Stanford University. The Fellowship aims to globalize the perspectives of 36 secondary school students from around the world and transform them into lifelong ethical leaders of positive change. During the Fellowship, students plan and implement service projects in their home communities, based on one or more of the 17 Sustainable Development Goals. Students are assigned a dedicated mentor who provides guidance and advice on their projects. GCI held the Summit in Cambridge, MA from 2014 - 2018 and in Tokyo, Japan in 2019. Due to the COVID-19 pandemic, GCI pivoted in 2020-2021, and launched an innovative virtual program called the **GCI LEAD Challenge**, which features the core elements of the Fellowship, principally the **GCI Method**. In July of 2022, the **GCI Fellowship** will resume and will take place at the University of St Andrews in Scotland, with an overarching theme of sustainability.

Complementing and run in parallel with the Summit is GCI’s annual Seminar for 14 secondary school educators from around the world to help them prepare their students for leadership roles and for initiating real change in their communities. Inaugurated in 2018, the **GCI Seminar**, a 6-day residential program, will also resume in July of 2022 at St Andrews.

GCI takes a deep and narrow approach to supporting its students with an emphasis on delivering top quality programs. In collaboration with Harvard Graduate School of Education, GCI has been able to research, assess and continuously improve the programs annually since 2014.

In 2021, GCI launched a pilot in collaboration with Project Zero at Harvard Graduate School of Education, for the [Global Collaborative Curriculum \(GCC\)](#), an innovative new program that pairs secondary schools from around the world and immerses them in a hybrid virtual and in-person education experience designed to enhance global competence, cross-cultural communication and problem-solving skills