



POSITION: Director of Recruitment
DEPARTMENT: Admissions
REPORTS TO: Executive Vice President and CFO
LOCATION: Denver, Colorado

The Director of Recruitment is responsible to drive the development and implementation of Up with People's worldwide recruitment strategy, including international and regional strategies for both cast and non-cast recruitment. This position plays a critical role in all external sales for the admissions department, and has a direct impact on the overall organization through the sourcing and selection of high caliber candidates for the Up with People program. The Director of Recruitment will work with the Senior Team and other recruiters to develop recruitment strategies and techniques, train recruiting staff, maintain and improve interview processes and protocols, drive participant sales and monitor sales metrics to meet or exceed department goals.

In addition, the Director of Recruitment shares responsibility for building and motivating a high performance sales team and managing an efficient and effective recruitment process. This is a hands-on position and active participation in recruitment efforts through in-person attendance at admissions events (domestic and international) and individual discussions & interviews will constitute a significant portion of the position. The successful candidate will be accountable for specific sales goals both individually and as a team on a semester and annual basis. This position will have a limited role in related admissions activities including counseling and database management.

The Director of Recruitment works closely with other Admissions Directors and the Executive Vice President to ensure that both internal and external admissions efforts are working collaboratively.

Finally, the Director of Recruitment must be able to inspire a working environment of high-energy, enthusiasm, fun and an overall passion for achievement.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Work with the marketing department on the planning and execution of marketing initiatives and communications as related to admissions, including social, print, website, video, electronic and other media
- Promote and grow strong relationships with existing university partners. Identify and secure new partners that will generate student leads and new opportunities for the organization
- Creates and implements strategies to increase prospect to applicant yield
- Work with team to manage the full cycle recruiting process including, but not limited to sourcing, screening, interview process management, maintaining candidate relationships, and closing candidates
- Assist in the development of the admissions department's recruitment strategies and goals (with Executive Vice President and other recruiters) and report on progress regularly
- Design, implement and execute robust, innovative, and regionally specific recruiting strategies to attract high caliber candidates and meet sales goals
- Develop and monitor recruiting metrics and create statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency
- Work independently with a sense of urgency, capacity to multi-task/prioritize and ability to manage applicants against tight timelines
- Regularly gather trend data and best practices and deliver training sessions to drive department education and continuous improvement
- Travels to key markets (domestic and international) to execute recruitment strategies
- Schedules and conducts recruitment presentations in high schools and colleges/universities
- Schedule and conduct individual interviews and complete corresponding paperwork in a timely and efficient manner

- Identifies and establishes relationships with community groups with potential to increase enrollment
- Performs telemarketing and email campaigns to prospective applicants to encourage them to submit their applications
- Other duties as assigned

REQUIRED SKILLS/EXPERIENCE:

- Bachelor's degree required.
- 2-3 years external sales experience or previous college admissions experience is ideal. Experience in relationship selling is preferred.
- Experience in international education is a plus
- Strong orientation to Up with People's target student audience and understanding of the key motivators and decision making factors affecting this group.
- Previous supervisory experience managing professional and student staff is preferred
- Ability to effectively communicate in person and in writing and be able to speak publicly.
- Previous experience leveraging social media for branding and recruitment strongly preferred.
- Should possess high energy, attention to detail, and the ability to organize effectively.
- Excellent interpersonal and teamwork skills
- A driving need and passion to help people
- Demonstrated leadership and client engagement skills
- Strong self-starter, with time management and follow-through skills
- Excellent presentation skills with experience presenting in front of large audiences.
- High energy, passion for international education, and a spirit of fun
- Enthusiasm for phone calls and other electronic communication to prospective participants
- Understanding of the motivators and barriers impacting key applicant influencer groups
- Ability and willingness to travel (up to 50% at peak times) and work occasional nights and weekends as necessary
- A valid driver's license and accessible transportation
- Capacity to passionately articulate the vision and the relevancy of Up with People
- Exhibit high ethical standards of conduct and confidentiality
- Interest in being part of a diverse non-profit organization
- Proficiency in English required, additional language abilities preferred, ideally Spanish, French or German
- Proficient computer skills including knowledge of the complete Microsoft Office package

To apply, submit cover letter, resume and three professional references in PDF format to:
employment@upwithpeople.org.

Up with People is an Equal Opportunity Employer