



# GEAR UP Alumni Association

## Full-Time Executive Director

**Job Title:** Executive Director

**Reports to:** GEAR UP Alumni Association Board of Directors

**Location:** Remote; some travel required

**Time Commitment:** 40 hours per week

### About the Organization:

The GEAR UP Alumni Association (GUAA) is a 501(c)(3) non-profit organization designed to support alumni of GEAR UP programs across the country. GUAA aims to maximize the potential of low-income, first-generation students from historically underserved areas by supporting them across the college-to-career finish line thus creating long-lasting change for the next generation.

### Job Description:

As the GEAR UP Alumni Association's Executive Director, you will be responsible for overseeing and leading the organization. You will play an integral role in developing and implementing all initiatives that lead to the expansion of the GUAA and the support of GEAR UP alumni; including professional development opportunities, scholarship opportunities, etc.

### Key Responsibilities:

- **Strategic Planning Implementation and Execution of GUAA Goals – 30%**
  - Develop and execute a strategic plan to expand our national network by connecting with GEAR UP programs to increase membership and retention efforts within the network
  - Coordinate, oversee, and expand the fee-for-service programs to GEAR UP alumni
  - Create evidence-based and innovative experiences to support GEAR UP alumni directly
  - Create evidence-based and innovative experiences to support GEAR UP students through alumni involvement and connection
  - Develop assessment strategies to assess the effectiveness of the fee-for-service program
  - Ensure that the GUAA scholarship opportunities meet the needs of GEAR UP alumni and meets and/or exceeds the expectations established by the Board of Directors
  
- **Organizational and Internal Operational Responsibilities – 30%**
  - Develop and establish internal infrastructure to ensure organizational longevity and sustainability
  - Coordinate and organize monthly Executive Team meetings, monthly Board gatherings, and quarterly Board meetings and prepare reports and agenda items as needed
  - Collaborate with Committee Chairs and oversee the GUAA committee structure and committee project completion
  - Collaborate with the Board on informal matters, such as progress updates, challenges, or other non-voting matters
  - Provide and implement strategies to ensure efficiency with processes, procedures, internal communication and workflows
  - Monitor legal documents to ensure GUAA maintains compliance with its 501(c)(3) status

- **External Relations, Fundraising, and Budgetary Duties – 30%**
  - Serve as the face of the GUAA and respond to inquiries regarding the organization and facilitate external communication efforts with the Secretary
  - Serve as an advocate and ambassador for GEAR UP at-large and GUAA
  - Collaborate with the Board and committees to develop and implement fundraising campaigns that build the sustainability of GUAA
  - Meet and/or exceed individual fundraising goal that is set by the Board on an annual review basis
  - Identify and obtain potential grant opportunities and foundations that align with GUAA's mission
  - Maintain current partnerships and establish new partnerships via the creation of MOUs
  - Provide quarterly reports of funds raised and budget allocations in accordance with the Treasurer and Board
  - Attend the annual NCCEP/GEAR UP Annual Conference each summer and local or regional events, as available
  
- **Other Duties as Assigned by the GUAA Board of Directors- 10%**

**Required Qualifications:**

- Bachelor's Degree required, Master's Degree preferred
- Knowledge and awareness of GEAR UP, direct experience working for a GEAR UP program or participating as a student required
- Experience executing fundraising campaigns and securing grants
- Demonstrated ability to create, develop, and implement services and programming for adult learners
- Familiarity with non-profit management and reporting to a Board
- Familiarity with college access and readiness programs
- Strong leadership and management skills
- Excellent communication
- Experience with professional development opportunities and coordinating engagement opportunities for alumni
- Comfort with operating and managing organization and organizational budgets
- Knowledge of educational systems and tutoring practices is desirable
- Self-motivated and proactive attitude and takes initiative, with the ability to work independently as well as collaborate within a team
- Strong attention to detail and a commitment to delivering high-quality work

**Compensation and Benefits Package:**

- Salary Range: \$65,000-\$75,000, yearly, dependent upon qualifications; paid bi-weekly
  - This position is contractual for up to 3 years
  - Contract renewal is contingent upon funding after 3 years and an annual performance evaluation/review
- Fundraising-based incentives (scalable with Board approval)
- 100% Remote-based work; flexible work schedule

- Travel stipend and/or travel reimbursement options
- Professional development and networking opportunities available
- Flexible and generous time-off, in addition to federal holidays

**To Apply:**

Please email the following documents in PDF format to: [alumni@gearupalumni.org](mailto:alumni@gearupalumni.org);

Subject Line: *GUAA ED Application Materials (First Name & Last Name)*

- Updated Resume
- Cover Letter addressing your qualifications and interest in the position
- A Written Response to the Following Prompt: “*What do you envision including in your strategic plan to grow the GEAR UP Alumni Association (GUAA) while staying true to its mission, and what methods or strategies would you use to bring that vision to life?*” (500-800 words)
- 3-5 Professional References (Name, Title, Organization, Email, and Phone Number)

**Application deadline: April 5, 2026**

**Search Timeline:**

- Application Review: April 6–April 10
- Interviews of Qualified Top Candidates: April 13–April 17
- Notice of Offer: April 20–24
- Potential Start Date: April 27–May 5

To learn more about our organization, visit: [www.gearupalumni.org](http://www.gearupalumni.org)

GEAR UP Alumni Association is an equal opportunity employer and does not discriminate in its hiring of employees on the basis of race, religion, gender or sexual orientation.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*