

We're Hiring: Reentry Services Manager

→ **Reports To:** Program Director

→ **Location:** Ossining, NY

→ **Position Status:** Full-Time

→ **Start:** ASAP

About Hudson Link

Hudson Link (hudsonlink.org) empowers incarcerated men and women to realize their academic and economic potential by managing degree-granting college programs and providing essential re-entry support. Established in 1998, Hudson Link has transformed over a thousand lives helping incarcerated men and women make a positive impact on their own lives, their families and communities, resulting in lower rates of recidivism, incarceration and poverty. Working with nine college partners, Hudson Link provides funding, management and organizational support for academic programs leading to a college degree at five correctional facilities including Greene, Shawangunk, Sing Sing, Sullivan, and Taconic.

Role Summary

With over a thousand Hudson Link alumni now released to communities across New York State, Hudson Link is looking to grow its transitional and reentry services department with the hiring of an Alumni Services Manager. The Alumni Services Manager is a new role that will be responsible for visioning and expanding the scope of Hudson Link's alumni services, increasing the variety of services and supports available to Hudson Link alumni following their release from incarceration, and developing a functional network of reentry services and supports including pathways to degree completion for those who are released before graduation. The role also involves supervising an Alumni Coordinator as well as graduate students or interns who may work toward accomplishing the team's goals.

What You Will Do

The Alumni Services Manager has the following responsibilities broken down into estimated buckets of time.

Alumni Program Design, Planning, and Implementation (25%):

- Analyze existing alumni services to understand current strengths, identify unmet needs, and strategize ways to build organizational capacity to serve over a thousand men and women
- Develop and oversee implementation of pre-release and workforce development curricula that prepare Hudson Link alumni for transition and post-release employment
- Identify and develop pathways to the training, continuing education, and post-release services that Hudson Link alumni need in order to meet their employment, educational, and housing goals

Reentry Navigation and Support (25%):

- Develop Hudson Link's relationships with reentry partners including employment agencies and employers, housing agencies, physical and mental health providers, community organizations and relevant government agencies across New York State

- Work alongside the Alumni Coordinator to deliver one-on-one services to Hudson Link students both pre- and post-release, which may include traveling to New York State correctional facilities and to alumni gatherings in New York City, the capital region, and the western part of New York State

Pathway to Degree Completion (20%):

- Use data captured in Salesforce to understand scope of need for degree completion services among released Hudson Link student body
- Work with partner colleges and other institutions of higher education to develop pathways to degree completion for those students who are released before graduation
- Identify needs of alumni completing degrees after release, and work with program and development teams to build networks and resources to support degree completion

Data Management and Analysis (20%):

- Oversee the collection and organization of data that speaks to the post-release outcomes of Hudson Link alumni in the area of employment, degree completion, housing, and other important success metrics
- Use data on alumni employment, advanced education enrollment/degrees, community involvement, etc. to provide senior management and Hudson Link’s Board of Directors with insight into the needs of Hudson Link’s currently incarcerated students and recently released alumni
- Provide information on alumni activities and accomplishments for use in Hudson Link grant proposals, e-blasts, annual reports

Hudson Link Team (10%):

- Participate in Alumni Services Committee and staff meetings as required
- Submit regular reports concerning alumni activities to the Executive Director, Deputy Director, Program Director and Alumni Services Committee, and provide information promptly upon request
- Participate in other special projects, meetings, trainings/workshops, and events as requested by senior management
- Represent organization at community events, county re-entry taskforce meetings, lectures, and conferences

Who You Are

- ✓ Master’s degree from an accredited institution of higher education in a related field preferred; Bachelor’s degree required
- ✓ At least three years of program coordination/management experience, and at least one year staff supervisory experience, in criminal justice, higher education, social/human services, or related field
- ✓ Self-starter comfortable taking initiative and leading on a small team
- ✓ Proficiency in MS Office required; familiarity with Salesforce preferred
- ✓ Have reliable vehicle, valid driver’s license, and willingness to travel to correctional facilities and alumni gatherings

- ✓ Strong communicator, relationship-builder, and critical thinker who displays strong judgment and can work with minimal supervision
- ✓ Highly organized with exceptional attention to detail
- ✓ Experience working with the criminal justice system and institutions of higher learning a plus
- ✓ Beliefs regarding corrections and rehabilitation congruent with the mission of Hudson Link
- ✓ Able to obtain volunteer status from the New York State Department of Corrections and Community Supervision (N.B. Does not exclude formerly incarcerated applicants)

What You Can Expect

- ✓ Competitive salary commensurate with experience
- ✓ Medical, dental, and vision insurance
- ✓ 15 days/year paid time off & 9 paid holidays/office closures
- ✓ Retirement plan: Hudson Link matches contributions to simplified IRA accounts up to 3%

How to Apply

Please send your resume and cover letter, indicating salary requirements and the date on which you are available to start, to Donna Jacob (djacob@hudsonlink.org) with the subject line, "Alumni Services Manager". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Hudson Link provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetics, criminal justice history, or disability status. We seek to build a diverse staff representative of the communities we serve. All qualified applicants are strongly encouraged to apply.