

Fellowship Recruitment Associate
Organization: **The Mission Continues**
Location: **New York, NY**

About the Organization

The Mission Continues is a 501(c)(3) not-for-profit organization whose mission is to challenge post-9/11 veterans to rebuild a sense of purpose through community service. The Mission Continues accomplishes its mission through its Fellowship Program for post-9/11 veterans, which challenges them to do six-month fellowships at local nonprofits in their community addressing a local need and a Service Project Program for veterans and civilians to serve alongside one another and make a tangible impact on their community.

The Mission Continues is a rapidly growing organization that has been recognized by the Draper Richards Foundation, New Profit and Manhattan Institute as one of the country's most socially innovative, non-profit organizations. Through November 2011, it has awarded 196 fellowships to veterans and empowered more than 16,000 volunteers to serve in their communities. Fundraising efforts have grown from raising \$27,000 in 2007 to a projected \$8M in 2011 revenues.

As the organization grows, The Mission Continues is looking to add team members who can help the organization achieve the scale necessary to reshape the way the nation welcomes home veterans. The organization is fully dedicated to the personal and professional development of every member of the team.

About the Position:

The Mission Continues is seeking a full time Fellowship Recruitment Associate. The Fellowship Recruitment Associate will have responsibility for recruitment and outreach for The Mission Continues Fellowship Program. This position will be based in St. Louis, Missouri and will report to the Fellowship Recruitment Manager.

Responsibilities include but are not limited to the following:

Recruitment and Outreach

- Create a streamlined pipeline of prospective Fellows within assigned geographic region. Support manager in giving feedback on best channels of recruitment and possible partnerships.

Fellowship Application

- Prescreen all prospective Fellows within assigned geographic region.
- Provide prospective Fellows with access to online fellowship application. Assist prospective Fellows with the completion of the fellowship application, ensuring that all information is complete and accurate. Work with the prospective Fellow and prospective host organization to complete the Memorandum of Understanding.
- Conduct pre-screen and full interview process for fellows within region.
- Compile application packet and present prospective Fellows to The Mission Continues Fellowship Team for approval.
- Provide seamless transition to assigned Fellowship Program Associate for approved Fellows.

Skills and Characteristics:

- Exceptional organizational skills and attention to detail and outstanding project management skills; ability to work efficiently and effectively in a deadline-driven environment, juggling several tasks at once.
- Excellent verbal and written communications skills.
- Natural “connector/networker” – ability to cultivate a large professional network.
- An exceptionally high level of integrity, trust and accountability.
- Demonstrated sound discernment and judgment.
- Excellent interpersonal skills and ability to work individually as well as part of a team.
- Strong proficiency in Microsoft Word, Excel, and PowerPoint and general comfort with technology; familiarity with Salesforce is a plus.
- Strong sense of initiative and proven experience meeting and exceeding goals in a results-oriented environment.
- Ability to learn quickly, be flexible and take an optimistic approach to work.
- Commitment to the mission of empowering veterans to serve again here at home; close experience with veterans and/or individuals with disabilities is a strong plus.

Travel

- Travel to headquarters in St. Louis, MO and to national recruitment events will encompass up to 30% travel for this position.

Required Experience:

- 1-3 years work experience with emphasis on relationship building
- BS/BA degree or equivalent work experience; undergraduate degree strongly preferred
- Experience executing against goals in an environment of significant program growth with strong outcome measures and benchmarks preferred
- Experience within a non-profit organization preferred

Compensation and Benefits:

Compensation is competitive and is commensurate with experience. The Mission Continues offers medical, dental, and vision benefits for full-time employees.

To Apply:

Email your letter of interest, resume, and three professional references to humanresources@missioncontinues.org. This is a full-time position that includes a competitive salary and health benefits. Please visit <http://www.MissionContinues.org> to learn more about the organization.