

Fellowship Program 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 along side 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 full-time Fellowship Program Associates. The Fellowship Program Associate is responsible for working with current Fellows during their six month Fellowship – tasks include helping to lead orientation, regular check ins with Fellows and host site nonprofits, supporting the Fellows in executing their exit strategy goals; ensuring requirements of Fellowship program are fulfilled. This position is based out of St. Louis and reports to the Fellowship Program Manager.

Responsibilities include the following:

Stewardship of current Fellows

- Maintain quality contact with current Fellows during their fellowships allowing them to be successful at their host site, remain on track to execute their exit strategy goals, and ensure requirements of Fellowship are completed.
- Support and address needs of Fellows during their fellowships outside of the fellowship commitment, including resume building, securing a knowledgeable mentor, opportunities for continued advancement, etc.

- Track all current Fellows using the Salesforce database .
- Track all fellowship assignments and goals, ensuring that fellowship awards are mailed on the dates outlined on the Fellows' goal outlines as well as after all requirements for that period of the fellowship are completed.

Program Development

- Provide logistical support for the successful execution of quarterly fellowship orientations.

Travel

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

Required Experience

- Exceptional ability to build and maintain relationships
- 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
- Strong communications and presentation skills; ability to deliver timely, relevant, mission-critical information in a clear and concise manner
- An exceptionally high level of integrity, trust and accountability with demonstrated sound discernment and judgment
- Experience within a non-profit organization preferred
- History of involvement and interest in social sector organizations and/or military service background

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.