



Recruiting Director

About the Organization

Forge mentors, trains, and connects the next generation of conservative leaders in the public square.

Forge Leadership Network recruits faithful conservative students and young professionals, wanting to lead in the public arena. Through our Leadership Summit and Mentorship Academy, Forge equips students to think about their vocation critically, examine public policy and ethics from a Christian worldview, gain practical skills for cultural engagement, and establish connections to launch their careers.

Forge is a small and growing organization. We have a lot of fun. Things change fast and not everything is clearly defined. This is a benefit for the right candidate and a struggle for the wrong candidate. If you like to help build, we may be a good fit for each other.

About the Position:

The Forge Recruiting Director is responsible for recruiting students to our summer Leadership Summit events. The ideal candidate is both personable while also able to test and build multiple recruiting channels. They have a track record of rallying people to a cause.

Forge doesn't just want anyone to attend. We are looking for Conservative Christians who have what it takes for long term success in the public square. The Recruiting Director is skilled at quickly understanding people and their fit for our mission.

Responsibilities:

- This isn't just finding people. The ideal candidate will develop and execute replicable and scalable strategies for recruiting ideal candidates.
 - Replicable meaning we can use in subsequent years (with applied learnings).
 - Scalable meaning we can use the strategies in new areas.
- Advocate for and manage the annual recruiting budget.

- Not everyone who is accepted shows up at the start of the Summit. The Recruiting Director will build systems to reduce this number.
- Develop a year-round recruiting process.
- Build and track key recruiting metrics in real time and report back to the rest of Forge.
- Develop strategies to recruit from new states where Forge lacks a meaningful presence.
- Work with the rest of the Forge team to ensure we attract the best possible students at our Summits.
- Manage and create original content for Forge's social media platforms (Instagram, Facebook, LinkedIn) to strengthen brand visibility and engage prospective applicants.
- Represent Forge at conferences and events by tabling, networking, and delivering presentations to recruit and inspire potential fellows.
- Author and deploy targeted recruiting email campaigns to increase applications and event attendance.

Qualifications and Traits

- The ideal candidate is a graduate from the Forge Summit and Academy. We are open to exceptions to this for strong candidates.
- Comfortable public speaking and interpersonally through 1-on-1 phone calls / zoom calls.
- Can form deep connections with college age people.
- Works well within systems and data. The ideal candidate doesn't have to be a data or system development guru but they need to be able to work within them.
- Forge is a fully remote organization. All staff must be able to work in a remote environment and with a high degree of autonomy.
- Flexible and adaptable style.
- Exceptional written and verbal communication skills.
- High level of organization, attention to detail, and the ability to manage and prioritize multiple projects at one time with success and accuracy.
- Willingness to work on any task – no matter how big or small – to get the job done.

All Forge employees must be able to sign a statement of faith.

To Apply:

To apply, please submit your resume and cover letter at ForgeLeadership.org/Careers