Available Position:
Director of Employer Partnerships and Engagement

The **Director of Employer Partnerships and Engagement** is a key, visible, leadership position within the organization. The suitable candidate will be responsible for identifying, cultivating, and engaging with employers, business leaders, and business intermediary organizations *in a structural rather than transactional manner* in order to accelerate and advance JobsFirstNYC's major initiatives. The suitable candidate for this role will provide strategic, forward-looking/thinking cultivation and management of employer partnerships, constituent engagement, and program and practice management, with a dual focus on expanding employer engagement and ensuring the enhancement of business management practices over time. The overall performance standard for this position is the direct evidence of employer involvement – and the measurable impact of this involvement – in all of JobsFirstNYC's programming and in service of its overarching institutional agenda. The optimal candidate will bring a rich array of resources and connections to the role, and will be able to readily leverage these, in addition to JobsFirstNYC's strong connections, in order to build and strengthen a strong employer base for our work.

KEY RESPONSIBILITIES

Employer Engagement

- Engage and cultivate key business leadership in the New York City economy in order to secure and mobilize young adult champions that will support and advance JobsFirstNYC's mission.
- Develop and implement long- and short-term goals to expand and continually improve employer engagement over time, and measure the efficacy of this engagement in terms of impact on programs.
- Stay abreast of market-demand trends, changes in various sectors/industries, and aggregate and share information relevant to inform in-demand skills and education training.
- Identify and disseminate scalable ways to deliver programming for training and career-related development and services, and serve as a connector and accelerant of programming through employer connections.
- Work with the JobsFirstNYC's Employer Leadership Council to identify, target, and initiate population-relevant employer relationships at the local, regional, and national level. Identify employer needs on the Council and work with targeted members to fill those needs over time.
- Develop strategic engagement activities targeted at tapping the skills and interest of the Employer Leadership Council, engaging employers by sectors/industries, and increasing meaningful interaction between employers and practitioners.
- Develop and strengthen ties between our Employer Leadership Council and the full array of current JobsFirstNYC projects.
- Raise awareness about JobsFirstNYC's effective and innovative strategies to improve engagement of young adults through the workforce development system.

Partner and Constituent Engagement

- Develop partnerships and collaborate with local labor unions, employer associations, Chambers of Commerce and other employer-driven groups to leverage resources and strengthen the organization's presence amongst employers.

- Develop, oversee and facilitate constituent activities including the Job Developers Networking Events, Community-Based, Demand-Driven: *Strategies for Building Next Generation Programs* convenings, youth engagement council and other constituent convenings, among others.
- Provide technical assistance around engaging employers and employment placements to projects and programs supported by the organization.

Product Development
- Draft original papers; write opinion pieces for the media, and JobsFirstNYC's newsletter and blog.
- Co-lead and coordinate the development and production of reports and other organizational written material; work with staff and consultants to complete and issue a range of publications and products.
- Seek and foster new opportunities for product development.

Projects and Program
- Work on a wide array of projects and program initiatives.
- Assist with technical assistance deliverables and track outcomes for projects/programs.
- Compile and report statistical employment data on all projects.

Other
- Assist with other organizational work around raising consciousness, identifying and lifting up effective practices, and employer engagement.
- Represent the organization in local, regional and national professional associations by serving on committees and presenting at conferences.
- Some local and national travel; flexible hours periodically to meet responsibilities.

Qualifications
- Minimum of a BA, MA in a relevant discipline preferred.
- Ten years of professional experience in employer cultivation engagement to include corporate recruiting, human resources, and career development.
- Strong knowledge of the New York City workforce development system – notably as it pertains to young adult employment training.
- Exemplary written and verbal communications skills, and relationship management skills.
- Contemporary knowledge of career trends, market demand, internships, and similar experiential programs; employer relations and cultivation.
- Private sector/business leadership experience preferred.
- Well-organized, with excellent follow-through ability.
- Ability to manage multiple tasks and competing priorities.
- Keen proficiency in Microsoft Office and social media applications.

To apply for this position, please send a letter of intent and a resume in PDF format only to: jobs@jobsfirstnyc.org.

JobsFirstNYC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, JobsFirstNYC complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.