

Benton – Franklin Workforce Development Council (BFWDC)

Vision: The BFWDC contributes to our prosperous community by elevating the human potential

Mission: Promoting a prosperous community by providing a progressive workforce system

Position Title:	Business Engagement Manager
Reports to:	Chief Operations Officer (COO)
Type of Position:	Full – Time Exempt
Salary:	\$70,000 - \$80,000
Benefits:	Full package provided/available
Schedule:	4-10s work week, Monday through Thursday Hybrid schedule with 50% remote work option available

Are you a leader? Do you have management experience? Is it important for you to be part of a strategic, solution driven team dedicated to community improvement?

If **YES** to all the above, please read further because we have an opportunity for **YOU!**

SUMMARY:

The BFWDC is seeking a team-focused individual with an exemplary work ethic, who can meet the dynamic standards of the Business Engagement Manager position. This role is crucial to the growth of our organization and requires a professional with a diverse skill set that is willing to take on challenges and seek new opportunities. An open mindset in conjunction with the internal motivation and discipline to adhere to deadlines is the perfect example of the traits an applicant would possess. This position will support business service activities within the local and statewide public workforce system.

PREFERRED EDUCATION/EXPERIENCE:

- Bachelor's degree from a four-year college or university in the fields of Public or Business Administration, Project Management, or related field
- Five (5) years of progressing management experience in a business environment
- Demonstrated professional experience, as well as military service can be used in lieu of education

MAJOR RESPONSIBILITIES:

1. Cultivate formal sector partnerships with industry representatives and employers
2. Expand partnerships that bring together workers, employers, and advance workforce strategies
3. Communicate the value of increasing job quality/equity, and support job creation programs
4. Generate and implement a Business Engagement Plan and review quarterly
5. Engage with your peers statewide to remove barriers to local grant implementation and success
6. Meet and exceed established performance measures of our fund sources
7. Provide oversight and monitor business service activities within the Benton-Franklin Workforce System
8. Work collaboratively with program managers to complete quarterly reports to fund source
9. Act as BFWDC representative for assigned local, regional, and/or state committees. This will include the Brand and Media Group (BAM), which provides oversight for WorkSource branding statewide.
10. Conduct continuous quality improvement reviews to ensure compliance with policies and procedures
11. Work towards local quality program service delivery by participating in best practices implementation
12. Create and provide tools such as desk aids and notices to improve program operations
13. Work alongside COO to identify and pursue new funding, as well as develop operating strategies, plans, and procedures within the programs

14. Attend networking, stakeholder, local community based meetings and events necessary to conduct business outreach
15. Develop and present reports at BFWDC Committee and Board meetings
16. Manage all facets of BFWDC public facing media including developing and publishing quarterly newsletter and relevant, real-time content on social media platforms
17. Convene business leaders and drive engagement in local public workforce system
18. Actively analyze labor market intelligence to assess the ever-changing economic landscape
19. Work with business to identify the workforce needs, skills gaps, and other services needed
20. Support local employers with development of workforce strategy
21. Provide technical assistance to system partners regarding business and employer engagement
22. Elevate the BFWDC presence in Benton and Franklin Counties
23. Record and post videos of BFWDC and Workforce System activities
24. Build solution driven opportunities for employers such as incumbent worker and on the job training
25. Collaborate with BFWDC program managers to ensure successful service delivery
26. Create defined BFWDC linkages to apprenticeship programs and hiring entities
27. Promote available workforce tools to Benton and Franklin County businesses

QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES/ATTRIBUTES

1. Demonstrated ability to establish and maintain effective relationships and partnerships
2. Strong analytical and problem-solving skills
3. Comfortable representing our workforce system in the media
4. Creative aptitude and strong business background
5. Strong interpersonal, communication, written, facilitation, and presentation skills
6. Demonstrated ability to work independently with minimal supervision
7. Public speaking and presentation development skills
8. Efficient computer skills, proficient with Microsoft Office applications
9. Excellent organizational skills with demonstrated ability to execute projects on time
10. Ability to work with colleagues, board members, system partners, businesses, and other community organizations effectively in outcomes-based setting
11. Ability to read and analyze legal documents as well as author business agreements such as contracts

WORKING CONDITIONS:

1. Properly licensed and insured automobile as well as a valid driver's license required
2. The position will require some travel with most being within the BFWDC region.

TO BE CONSIDERED:

All resumes must be submitted to the attention of: Tiffany Alviso, Benton-Franklin Workforce Development Council, 815 N. Kellogg Street, Suite C, Kennewick, WA 99336. Submissions can also be made via e-mail at admin@bf-wdc.org. All resumes must be received on or before December 23rd, 2022.