

## Job Description

**Job Title:** Vice President, Talent Development  
**FLSA:** Exempt  
**Date:** August, 2018

### Job Summary:

Develops and leads the Chamber's education and workforce development strategy to address the current and future needs of Northeast Florida employers. Leads the Chamber's targeted talent attraction campaign. Directs the department's financial, staff and volunteer resources to create and implement programs and services addressing these needs.

### Essential Duties and Responsibilities:

- Plan, direct, and evaluate the operations of the Workforce Development department, including formulating and implementing short- and long-term department goals and objectives. Design and administer workforce development programs and activities which further the skill set of the regional workforce.
- Support implementation and monitor progress of the goals and recommendations included in the Elevate Northeast Florida Workforce Development Assessment. Communicate strategic plan highlights to key stakeholders and workforce pipeline providers.
- Drive strategy of the region's targeted talent attraction campaign. Interface and advise creative development of the campaign. Manage campaign implementation, tracking and reporting results.
- Engage Workforce Development chair to convene 4-6 meetings per year of the newly formed Talent Advancement Network, a cross-sector, regional business alliance dedicated to workforce development that works to define employer workforce needs, advocate on behalf of employers and assist job seekers in identifying employment opportunities.
- Drive strategy and resource development for Earn Up college completion collaboration including partner engagement and donor development in conjunction with the JAX Chamber Foundation.
- Engage with region's K-12 and state college partners to promote career education, share employer training needs for their workforce and provide data on projected growth occupations and industries. Develop detailed knowledge of educational offerings and promote to existing and prospective companies.
- Serve as organization's subject matter expert on K-12, higher education and workforce training issues and partner with business development team to advise clients on talent availability and educational partnerships. Connect prospects with educational partners to secure training grants.
- Collaborate with regional workforce board in fulfillment of periodic state programmatic, strategic or legislative initiatives. Convene corresponding meetings, provide content to statewide portal and lead communications within the region and to the state.
- Manage community requests for education and workforce development information and partnerships. Using Chamber guidelines and overall benefit to the community, determine degree of resources to commit to each request.

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- Monitor local, state and federal legislation concerning education and workforce issues and determine the impact on the business community and facilitate the development of Chamber policy.
- Prepare, monitor and control department budget and finances to conform to Chamber guidelines and funder stipulations and restrictions.
- Supervise department staff and contractors, conduct performance reviews and determines team's professional development needs.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

### Education and Experience Requirements:

- Bachelor's degree required; 7+ years of experience in workforce development and/or program, department or grant management required.

### Knowledge/Skills/Abilities:

- Ability to work effectively with all levels of internal and external associates/customers/colleagues.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain collaborative relationships throughout the community and with all levels within the organization.
- Ability to effectively supervise and lead internal and remote staff.
- Ability to follow through on issues, make informed decisions that comply with policies and procedures, complete tasks and problem-solve.
- Ability to manage multiple priorities.
- Possess intermediate to advanced level knowledge of Microsoft Office software applications.
- Ability to work with minimal supervision.

<b>Skill Requirements: (X = Required for job)</b>			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software	X	Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action	X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)
X	Organize and prioritize information/tasks	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
<b>Physical Requirements: (X = Required for job)</b>			

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	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
	Standing		Reaching
X	Writing		Grasping
X	Hearing	X	Repetitive Motions
<b>Hazards: (X = Required for job)</b>			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
<b>Employee Acknowledgement:</b>			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date