

Business Development & Outcomes Specialist | Job Description

The Virginia Ready Initiative (VA Ready) is a new nonprofit focused on retraining Virginians for in-demand occupations in high-growth industries. Responding to the unprecedented surge in unemployment caused by the COVID-19 pandemic, VA Ready is a dynamic partnership, with 24 of the Commonwealth's leading businesses and the Virginia Community College System's 23 community colleges, to retrain and equip Virginians who want to learn a new skill, find a fulfilling and sustainable new career, and take their future into their own hands.

VA Ready provides our registered VA Ready Scholars a \$1,000 Credential Achievement Award upon completing the final credential in 34 selected training programs in the Computer and Cyber, Healthcare, and Skilled Trades sectors.

Position: Business Development & Outcomes Specialist

Description: VA Ready seeks a dynamic, self-starter to assist in business partner development as it relates to jobs and outcomes success of Scholars. While this is a remote position, you will be working alongside and reporting to the Partnerships Manager who will provide assigned responsibilities and oversight of deliverables and deadlines.

Responsibilities:

- Manage and foster all Employer Partner relationships
- Research job opportunities in Virginia for active Business Partners that are hiring for VA Ready credentials
- Participate in Partner meetings to gain knowledge and understanding of Business Partner relationships
- Manage the VA Ready Job Opportunities Board and work with Business/Employer Partners to ensure current postings are accurate and updated
- Manage weekly outcomes data dashboard to include what positions are being posted, what Scholars are applying to, and jobs filled.
- Responsible for Scholar exit interview outcomes data tracking
- In coordination with the Marketing & Communications team, develop and manage marketing plans of the Jobs Board for Scholars
- Coordinate with Scholars and Business/Employer Partners on utilizing the Job Opportunities Board
- Track enrolled Scholars and the credentials they are completing to understand their applicable job opportunities with Partners
- Collaborate with staff on new ideas and directions based on data collected
- Perform other duties as assigned and collaborate with other staff members as needed

Qualifications:

- Must have sales experience with quantifiable growth and successful account management
- Minimum 2-3 years experience with relationship management; recruitment experience a plus
- Excellent analytical, organizational, and planning skills with an ability to prioritize, drive and complete multiple projects under stringent deadlines, and to respond to changing priorities is essential
- Excellent interpersonal, influencing, written, and oral communication skills are essential

- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in excel preferred.
- Familiarity with Google Suite tools (gmail, calendar, share drive, etc.)
- Able to work in fast-paced environment
- Ability to communicate data results in a concise and effective manner
- “Can do” attitude and commitment to supporting the VA Ready mission

Compensation: \$53,000

Send resume & cover letter to taylor.beck@vaready.org