

**Position:** Director of Business Cultivation

**Reports to:** Deputy Director

**Position Summary:** The Director of Business Cultivation will be responsible for harnessing employer expertise, input and training capacity to increase quality job opportunities for Hope Builders' youth. She/he will identify, qualify and close internship and permanent job opportunities for program graduates. She/he will work to expand relationships by engaging partners regularly to understand their business goals and talent needs. The Director of Business Cultivation will develop and follow up on leads, close sales, manage client accounts and relationships, and ensure employer satisfaction.

**Scope of Work:**

- o Work with Deputy Director to successfully meet revenue goals by developing and launching a sales strategy that will generate a scalable employer partner pipeline:
  - o Launch and monitor placement fees and/or other fee-for-service programs:
    - o Secure 50% of paying employers within 6 months
    - o secure 75% within 12 months
    - o monitor, address and evaluate employer turnover
    - o identify annual goals after initial year
  - o Oversee Jobs Work initiative
    - o Meet revenue goals
    - o Monitor P&L statements to advise program development
    - o Recruit employers to generate placement for a minimum of 100 youth in year 1
    - o Ensure at least 75% employer retention in year 1
    - o Drive expansion of initiative throughout other training programs by identifying and pursuing new partnerships in existing and emerging market sectors
    - o Coordinate all paperwork, scheduling, billing and overall communication with Human Resources departments, both internally and with employment sites
- o Work with Deputy Director and Senior Director of Development to inform corporate outreach and communications and relationship-management strategies
- o Provide responsive and high-quality customer service.
- o Secure employers and meet placement goals for all internship, externship, and field-experiences

- Provide support to a task force, comprised of senior-level staffing industry leaders, that guides initiative development, assists with financial modeling and links to best practice and helps employers link to WOTC and training-tax credits
- Utilize data management system to track employer cultivation in such a manner that the data can be used to ensure: quality in service delivery to the employer, inform desired performance improvement, support efficiency in business operations, and drive organizational impact goals around quality job placement
- Evaluation metrics for employment placement will include, but not be limited to:
  - Interview to offer conversion
  - Time to fill
  - Hiring manager satisfaction
- Develop a process for incorporating employer feedback into programming; Work closely with the Director of Programs to impact scheduling, curriculum, evaluations and trainee supports as a result of employer feedback and to ensure participants are well-prepared for success in the workplace and in pursuit of higher education goals
- Ensure regular, effective, and collaborative communication with the Director of Programs and other key Programs staff

**Knowledge, Skills and Experience:**

- Background/experience selling staffing, recruiting or other human capital related services
- In depth knowledge of the local corporate landscape and employment trends
- Ability to leverage existing relationships in the local business community and demonstrated ability in navigating complex organizations
- Demonstrated ability to generate leads, build and maintain a pipeline, and close sales
- Ability to collaborate across teams
- Ability to plan, introduce and lead a process that enables high quality growth
- Understanding of and commitment to empowering opportunity youth
- B.A. required; MBA preferred

**To Apply:** Fax or email resume, cover letter and salary requirements to [resumes2@tsjhopebuilders.org](mailto:resumes2@tsjhopebuilders.org).