

## Position Description

### ***Senior Manager OR Director of Talent Programs, Chicagoland Chamber of Commerce***

(Full-time with benefits / Position based in Chicago, Illinois)

#### **Overview**

The *Senior Manager or Director of Talent Programs* reports to the Vice President of Programs and assists the Chamber staff and Chamber partners in developing and deploying quality workforce development and training programs for employers, as well as other talent programs, in the Chicago/Northeast Illinois region. The Senior Manager/Director will oversee a portfolio of talent programs, which include (but may not be limited to):

- **College Readiness Panels:** We host a series of career readiness panels throughout the year in conjunction with our higher education partners to educate students on how to launch careers in healthcare, IT/technology, and other high-demand fields.
- **Middle Market Apprenticeship Program:** We are developing a program that will pair college students with middle market companies, where they will participate in an apprenticeship with the goal of being hired upon completion of their Associate's Degree.
- **Employer Training Grants:** In 2019, we will begin offering customized worker training grants to companies to help them pay for half the cost of upskilling their current workers.
- **Connecting Diverse Talent with Opportunities:** We seek to launch/expand programming to help member companies diversify their recruiting pipelines, both for internships and full-time employment.

#### **Job Duties**

- Promote the Employer Training grant opportunity to Chamber members and other employers in the region.
- Work closely with our education partners to develop and launch the Mid-Market Apprenticeship Program, including identifying companies to participate.
- Liaise with all program partners/sponsors.
- Develop an annual work plan, including timeline and deliverables, for each individual program.
- Grow and enhance the Chamber's relationship with the local workforce development community.
- Track metrics and write, manage, and report progress associated with each program, including preparing quarterly and annual programmatic and financial reports required by program funders/sponsors.
- Manage and track program budget(s).
- Identify and pursue new grants/sources of funding to sustain and grow these programs into the future.

**Interested applicants should send a resume and cover letter to Joey Mak, Vice President of Programs, at [jmak@chicagolandchamber.org](mailto:jmak@chicagolandchamber.org).**

## **Qualifications**

- A minimum of a Bachelor's degree in a field related to the Chicagoland Chamber's work; sample majors include business administration, marketing, sales, communications, or public policy.
- Five to eight years of professional experience in program management, grants management, education, and/or workforce development.
- Experience in budgeting, financial management, and grants administration strongly desired.
- Experience working for a membership-driven organization preferred but not required.
- Proficiency with Microsoft Office (MS Word, Excel, PowerPoint, Outlook) required.
- Familiarity with the Chicagoland workforce system a plus, but not required.

The successful candidate will be organized and dependable, with strong strategic thinking and problem-solving skills. This individual will work independently and also participate as an active member of a high-performing, close-knit team. The role requires the ability to manage multiple projects and stakeholders simultaneously.

Applicants should be results-oriented and comfortable interacting with businesses and other external stakeholders, with a strong sense of curiosity and demonstrated interest in developing and launching new initiatives, as well as a personal commitment to supporting diversity and inclusion.

This position includes a full-time, competitive salary (commensurate with experience) and benefits, and will be based in Chicago, Illinois. Some travel to surrounding counties in Northeast Illinois may be required.

## **About the Chicagoland Chamber of Commerce**

The Chicagoland Chamber of Commerce combines the power of people, with our legacy of leadership and business advocacy, to drive a dynamic economy. We focus on delivering value for our members, making Chicagoland a world-class place to live and work.

The Chamber is a community of business and civic leaders working on behalf of Chicagoland businesses. Members represent a diverse cross-section of our economy, including small and emerging businesses, mid-market companies, large corporations, and multi-nationals.

The Chamber Board and Executive Committee include senior executives from Fortune 500 companies, small businesses, multi-nationals, top global consultancies, major banks, and media networks.

**Interested applicants should send a resume and cover letter to Joey Mak, Vice President of Programs, at [jmak@chicagolandchamber.org](mailto:jmak@chicagolandchamber.org).**