



TITLE: Placement Director – Baltimore

Reports to: Executive Director

Manages: Staff of 3-5

POSITION SUMMARY

If you have a passion for helping people grow, develop themselves, and better their lives and their community this opportunity is for you. The Placement Director will be responsible for placement and workforce development of our students which includes sourcing and matching students with internships and full time placement, professional development and job readiness, alumni support and volunteerism. They will manage corporate and non-profit partner relationships, working to renew and expand internship and full time placement opportunities by engaging partners in professional development, alumni and volunteer activities/events. Crucial to the success of this position is the ability to develop/cultivate new business opportunities that generate revenue and business opportunities.

Successful candidates will be able to lead and provide a strong foundation for securing and sustaining high numbers of internship and placement opportunities, as well as providing support and professional development for NPower students.

RESPONSIBILITIES

Business Development

- Lead a team accountable to building and stewarding relationships with local hiring managers and staffing agencies.
- Lead and manage relationships with current and prospective internship site hosts
- Manage team to match participants' skills, technical performance/ experience and interests to internship opportunities
- Consistently meet monthly paid internship placement goals and provide monthly progress reports
- Manage team towards participation in various events, activities and fairs on topics related to internship planning and placement
- Lead strategy for the Employment Placement team to secure and fulfill job placement goals for NPower's graduates that meet organizational benchmarks for success
- Collaborate with the Strategic Partnership team to leverage and identify new opportunities with existing partners
- Collaborate with peers at NPower sites across the country to leverage contacts and existing partnerships



Alumni & Volunteer Support

- Lead and oversee efforts needed to support hiring of alumni, while also preparing and coaching alumni through the job search and interview process.
- Primary escalation point for all efforts in stewarding, managing and leveraging relationships with NPower's alumni, corporate partners and potential employers to identify employment opportunities for graduates
- Oversee the development of a professional volunteer base to support program students, interns and graduates with job searching and higher education planning
- Ensure the accurate tracking of all metrics in a CRM (Salesforce.com)

Internship Administration

- Ensure that NPower's graduates are "job ready" upon completion of program through career focused professional development trainings conducted in all phases of the program for 100+ students
- Responsible for overall process and internship agreements (MOU)
- Act as escalation point of contact for partners regarding student matters
- Ensure timely process of invoices and payment for both students

SKILLS AND ABILITIES:

- Minimum of 5 years of experience in staffing, job readiness or career services
- 3-5 years management experience
- Demonstrated knowledge of job coaching, career counseling, job training and/or enterprise staffing requirements
- Demonstrated experience designing, teaching and facilitating workforce readiness curriculum and trainings with a commitment to asset-based adult learning principles
- Comfort level in researching, identifying and approaching new business prospects
- Capacity to participate in networking and industry events where opportunities for partnerships may develop
- Dedicated to achieving personal, team, and organizational goals through time management, data analysis, focused communications, teamwork, and continuous learning.
- Excellent relationship building and interpersonal skills
- Excellent verbal/written communication skills

How to Apply

Please submit a cover letter and resume via email to: melody.brown@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.