



Manager, Talent Initiatives

Location: 635 S. Lafayette Blvd., Suite 123, South Bend, IN

Posted: October 2022

About Us

The South Bend - Elkhart Regional Partnership is a 501c6 nonprofit regional economic development organization dedicated to advancing the economy in the South Bend - Elkhart region.

South Bend - Elkhart Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in northern Indiana and southwest Michigan focused on a long-term systemic approach to advance the region's economy by aligning the efforts of various stakeholders around five key areas:

- Educating a world-class workforce
- Recruiting and retaining great Talent
- Attracting and growing high-wage industries
- Promoting inclusion
- Helping entrepreneurs thrive

Position Overview

This position provides management and coordination to implement the Talent Attraction and Retention strategies. These initiatives are a part of the region's economic development strategy, led and coordinated by the South Bend - Elkhart Regional Partnership. The Manager, Talent Initiatives will work closely with South Bend - Elkhart Regional Partnership staff and dozens of cross-sector partners to implement projects and events while engaging diverse communities and stakeholders. The ideal candidate for this position will be a highly organized, dependable self-starter with a strong interest in the vision of the South Bend - Elkhart Regional Partnership and work of the Talent initiatives.

Primary Responsibilities:

WE + YOU South Bend - Elkhart Brand Management

Manage the implementation and development of the WE+YOU South Bend - Elkhart region's talent attraction brand

- Manage and grow the WE + YOU Welcome Crew engaged individuals and programming opportunities



- Manage on-campus experiences across the South Bend – Elkhart region
- Manage outside consultants to implement a robust, multi-year marketing program

Initiative Administration and Backbone Operations Support

- Provide coordination and support to team projects and committee meetings through scheduling, logistics management, materials preparation, and production and tracking progress
- Creating and maintaining a transparent platform for ideas and potential projects
- Managing partner and stakeholder requests (e.g., committee members)

Network and Stakeholder Engagement

- Supporting regional strategies around talent
- Tracking and promoting partner events, accomplishments and stories related to initiative areas of focus
- Monitoring the region and providing recommendations on committee composition and partnerships

Initiative Events Support

- Implementing and monitoring key event partnerships
- Supporting event execution as needed including logistics, volunteer recruitment and coordination, venue liaison, on-site assistance
- Support special projects as needed

Experience:

At least 3-4 years of experience coordinating or managing cross-sector or cross-functional teams, projects, or events. Demonstrated experience in community relations or engagement, project management and event planning for growing and/or entrepreneurial teams and organizations is preferred. Proficiency in MS Office suite products including PowerPoint required. Familiarity with Salesforce or similar CRM required.

Minimum Physical and Mental Abilities:

Ability to exert physical effort in light to moderate activities involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds.

Education:

Bachelor's degree. Coursework in social sciences, economics, economic development, public administration, business administration, or related area preferred.



Required Skills:

- Demonstrated experience developing engagement methods to diverse communities and stakeholders
- Affinity to new technology adoption required
- Positive work attitude and a consistent, dependable work ethic
- Strong organizational strategic thinking skills
- Demonstrates excellent communication skills (verbal and written)
- Experience planning and/or implementing events
- Great customer service and interpersonal skills
- Dependable, consistent, results-oriented

This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.

Cultural Competencies and Commitment

- Entrepreneurial spirit
- Exhibits high integrity
- Ability to be proactive and take initiative
- Demonstrated success working in teams
- Hardworking, humble approach to work
- Consistently provides quality results
- Responsible work ethic
- Demonstrated cross-cultural competency
- Highly motivated by challenges
- Value and vision driven
- Positive can-do attitude
- Well organized habits
- Reliable with a ready-to-help disposition
- Positive approach to problem solving

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education verification. All qualified applicants will receive consideration for employment without regard to



race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status, or any other status protected by state or federal law.

Salary and Benefits

Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation, and sick days.

How to Apply

E-mail cover letter, resume, and references as attachments to Lori Flotow at LFlotow@southbendelkhart.org or mail to: South Bend - Elkhart Regional Partnership, 635 S. Lafayette Blvd., Suite 123, South Bend, IN 46601. E.O.E.