



**Position Description**

**Position Title:** Manager, Talent Development

**Reports to:** COO

**Date:** January 2024

The 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 accelerating regional competitiveness and inclusive economic growth through job creation, execution of strategic initiatives, and capital investment through collaboration. The Partnership works to strengthen our region’s global sectors, prioritize talent, and tell our story.

Our goals are to attract new funding for regional economic development projects, startups, and established companies; support initiatives and partners that align to the Regional Economic Development Strategy; share and glean knowledge with and from entrepreneurs, college students, apprentices, partners, and members. Share about the SBE region to external audiences.

Our guiding principles are stakeholder engagement and collaboration, organizational excellence, and diversity, equity, and inclusion. Our core values are humility, do what we say we’re going to do, and inclusive collaboration.

**Position Objective:**

This position will manage and support various educational and workforce initiatives that will increase the availability of work-ready talent for key industry sectors in the South Bend – Elkhart region, ultimately leading to an increase in the post-secondary attainment level and per capita personal income for the region’s residents. This role will support the South Bend – Elkhart Regional Partnership’s efforts in executing Applied Learning and Workforce Skills programs to enhance the talent and workforce pipelines within the South Bend – Elkhart region. The role will support program performance, project management and delivery, partner relationships, program evaluation, and reporting for education and work-based learning programs. The individual will support sustainability planning for the overall portfolio of programs.

**Primary Responsibilities:**

Execution of Regional Economic Development Strategy: Education and Workforce Initiative

- Stakeholder Engagement
  - Participate in regional meetings and provide frequent reporting and operational updates on behalf of the South Bend – Elkhart Regional Partnership.
  - Participate in regular communication with regional stakeholders to include: undergraduate students, employees, employers, and support organizations related to education and workforce.
- Education and Workforce Initiative Convenings
  - Work with initiative chair and Regional Partnership liaison on the coordination of education and workforce related meetings and events (including securing venue, preparing agenda, drafting minutes, and following up on action items).
  - Work closely with initiative chair and Regional Partnership liaison to track metrics and provide reporting materials to the South Bend – Elkhart Regional Partnership board.



- **Project and Program Management**
  - Support strategy, research, and special projects related to Education and Workforce initiatives.
  - Manage assigned projects by ensuring timely development, implementation and successful completion of strategies and project plans.
  - Management of assigned project staff externally within partner organizations.
  - Serve as project support for the following regional programs: Regional Internship Program, LIFT Apprenticeship Program, and LIFT Skills Accelerator Program.
  - Work with industry and educational partners to create ongoing high-level industry engagement, resulting in input that informs local, community-level innovation in education and training, supports students and adults in career exploration, builds engaging pathway programs leading to high-wage, high-demand jobs, and creates economic stability for individuals in the region.
  - Support and promote the establishment and expansion of sector partnerships that clarify common industry needs to inform education and training activities that prepare students and adults for jobs in the region.
  - Work with backbone organizations, K-12 school corporations and higher education institutions who are helping students overcome financial barriers to post-secondary success.

**Experience:**

- Four or more years of relevant work experience preferred.
- Direct experience within workforce development, economic development, program management and other key job functions preferred.

**Education:**

- Bachelor's degree required.

**Required Skills:**

- Strong data analysis and reporting skills.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, board of directors, and staff.
- Excellent interpersonal and relationship building skills with a collaborative attitude and willingness to work closely with multiple stakeholders in an open network environment, including public and private sector leaders.
- Passionate about the South Bend – Elkhart Regional Partnership's mission and core values.
- Commitment to high quality work, continuous improvement, and accountability.
- Highly resourceful team-player, with the ability to be effective independently.
- Highest ethical standards, requiring honesty, integrity respect and proven ability to handle confidential information with discretion.
- Proficient with Microsoft Office 365, Asana or similar project management software, and Salesforce or similar CRM software.



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 or 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.

Please submit your resume and cover letter to Lori Flotow at [lflotow@southbendelkhart.org](mailto:lflotow@southbendelkhart.org).