



Job Opening

Vice President, Talent Development

The Vice President, Talent Development is responsible for the development and management of the Jackson Chamber's workforce development program which represents the collective best interest of the chamber membership and the business community. The position involves working with businesses and regional partners to develop talent development strategies and develop and cultivate relationships with strategic education and workforce partners at all levels, and to develop and implement programmatic partnerships and initiatives that further the Jackson Chamber's goals.

ESSENTIAL FUNCTIONS

- Directs, coordinates and administers the Jackson Chamber's workforce development strategy that achieves goals for a talented workforce pipeline, partnering with local, state, regional and federal partners, where appropriate
- Serves as a member of Team Madison County, working closely with economic development professionals, and responds to requests for information from prospective companies as well as participates in site visits with industrial companies considering locating or expanding in the community
- Exercises budgetary control over the workforce development programs and initiatives
- Represents the Jackson Chamber during workforce development and community development events and serves on boards and/or councils central to the enhancement of workforce and community development and initiatives throughout the region.
- Maintains a dialogue with Jackson-Madison County School System and local private schools, including teachers, principals, and central office staff/administrators, to align efforts.
- Works with post-secondary institutions to drive the community's workforce development strategy and accomplish mutual goals, such as designing curriculum to meet the needs of the business community.
- Identifies workforce needs of area businesses and work with them to meet those needs.
- Effectively communicates the vision and objective of the workforce development strategy and its focus areas to the community, media, and all community partners.
- Makes appearances and presentations as needed and represent the Jackson Chamber in local, state, regional and national arenas, where appropriate.
- Stays informed of local, regional and national issues, opportunities and trends relating to workforce development and education.
- Supports the Jackson Chamber organization, including event and program attendance. Participates in internal meetings and planning and assists members.
- Identifies, collects and analyzes demographic and workforce development related statistics and resources.
- Performs other incidental and related duties as required and assigned.

REQUIREMENTS

- The individual holding this position should have a Bachelor's Degree in Education, Public Policy, Business or related degree OR equivalent combination of chamber/economic development/business, human resource/training experience.
- Must have understanding of workforce development with 5+ years' experience in chamber/economic development/business/human resource/training.
- Must be able to exercise independent judgement and make decisions necessary to achieve success in assigned areas
- Knowledge of computers and proficiency in Microsoft Office products is essential (Outlook, One Drive, PowerPoint, Excel, Word, etc.)
- Possess leadership, organizational and planning skills
- Excellent communication and writing skills required
- Have a strong work ethic and be willing to take initiative on projects
- Be self-motivated with the ability to multi-task and prioritize, completing projects under limited supervision and within tight deadlines
- Ability to develop and maintain good working relationships with staff, volunteers, members and the general public
- Possesses excellent communications skills, both written and verbal, and the ability to establish and maintain effective working relationships with coworkers and the general public.
- Being team minded is essential for this position
- Occasional travel and events outside normal workday are required

SALARY

- Salary and complete benefit package commensurate with experience

ABOUT THE ORGANIZATION

- The Jackson Chamber was founded in 1905 – seven years prior to the United States Chamber of Commerce. The Chamber consists of a diverse and talented staff, an executive committee, dedicated volunteers, and more than 1,100 business members – all committed to growing the economy and quality of life for everyone in Madison County and the region.
- Recognized by the United States Chamber of Commerce as one of only 217 accredited chambers in the United States, a distinction realized by less than 3 percent of all chambers in the United States. The United States Chamber of Commerce awarded the Jackson Chamber with a four-star accreditation for its sound policies, effective organizational procedures and positive impact on their communities.
- Named among “Best Places to Work” by Memphis Business Journal in 2020

HOW TO APPLY

- Email cover letter and resume by COB June 16, 2021, to:
Mandy White
Senior Vice President, Economic Development
Jackson Chamber
mwhite@jacksontn.com