

Job Description



Position Title: **Talent Development & Attraction Manager**
Employee Name: _____
Report To: Director of Economic Development
Department/Division: Economic and Business Development
Classification: Exempt

Summary of Position:

The Talent Development & Attraction Manager reports to the Director of Economic Development under the leadership of the Vice President of Economic Development. The primary functions are the development and implementation of talent and workforce development initiatives of the Mobile Area Chamber of Commerce (“MACC”). Such initiatives include developing and supporting programming to attract, retain, and develop talent to support the success of industry in Mobile.

Essential Functions:

- Acts as a liaison for partnerships with SWAPTE, SARPC, SAWDC, AIDT, and other regional workforce entities, including guiding businesses and industries to resolutions with these various entities.
- Collaborates with Mobile County Public School Systems Academy Specialists to increase business and industry partnerships.
- Maintains relationships with area community colleges and universities to collaborate on workforce training programs and initiatives.
- Support the Director of Existing Industry to listen and understand talent needs and workforce challenges on a regular basis with local employers.
- Represents MACC on community, education, and workforce boards and committees that directly impact the work of MACC.
- Manages all aspects of talent attraction marketing campaigns and programs, including events and programming.
- Promotes internship opportunities in collaboration with the community college system and university partners to promote Mobile as a place to live, work, and play regarding talent attraction efforts.
- Stays up to date on place marketing and talent recruiting best practices and trends.
- Creates and oversees programs for talent retention (Mobile Meetups, Mobile Revelers, etc.).
- Support the department on new and expanding projects as it relates to talent and workforce development. This includes completing sections of RFIs from companies and consultants, making collateral material for projects, and joining in project presentations to discuss talent and workforce development.
- Develops and monitors all budgets relevant to talent development and attraction.
- Assists in special projects/assignments and events as assigned by VP of Economic Development.
- Collaborates with marketing and research manager to develop and execute targeted marketing campaigns.
- Presents to local businesses, professional groups, delegations, and/or realtors about talent development and attraction efforts in the Mobile area.
- Delegates tasks to Economic Development Coordinator as needed.
- Personally visits at least five members per month to build goodwill and gather information to share on member needs and opinions.
- Supports the importance of Diversity, Equity, and Inclusion throughout the Chamber and its program of work.
- Attends staff, departmental meetings, and safety and health training, as required, on time.
- Works when scheduled and complies with company attendance policy.
- Observes and practices all safety procedures and policies.
- Travels as required.

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job.) Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Must be passionate about Mobile as a place to live, work, and play.
- Must possess strong communication, oral, and presentation skills.
- Must be a self-starter, strategic thinker, creative, and ability to implement a plan.
- Must be goal oriented and driven.
- Must be able to demonstrate effective public speaking skills.
- Must be able to use applied knowledge to formulate positive solutions to problem situations.
- Must be able to effectively read, write and communicate in English.
- Must have above average computer skills including Microsoft Office Programs.
- Must be able to add, subtract, multiply and divide, using fractions and decimals.
- Must be able to work well under pressure and manage priorities.
- Must be able to demonstrate organizational skills and attention to detail.
- Must be able to lift and carry up to 25 lbs. occasionally.
- Must be able to see within normal range with or without corrective lenses.
- Must be able to sit for extended periods of time while using hands, fingers and wrists repetitively on a keyboard.
- Must be able to occasionally climb stairs.
- Must be able to stand and walk throughout the day.
- Must be adaptable to change with short notice.
- Must possess communication skills to deal and negotiate with members of all backgrounds and personalities.
- Ability to always demonstrate confidentiality.
- Ability to use emotional intelligence to work through challenges and issues.

Marginal Functions: (Duties that are likely to be assigned to this person unless he/she proves unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- Participates in conferences and training as directed
- Position requires meetings and activities outside of regular work hours; must be flexible
- Other duties as assigned.

Experience/Education:

Bachelor's with a minimum of three years' experience in workforce development, talent attraction, economic development, or community development or a combination of master's degree in economic development and work-related experience required. Graduate from Economic Development Institute a plus. Ideal candidate would possess a strong marketing background especially in digital marketing with social media and email campaigns. Must have a valid driver's license and passport. Must be able to pass a background and motor vehicle check.

Work conditions:

This position includes both environmental conditions: Activities occur inside and outside.

Mobile Area Chamber of Commerce is an Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

I have read and understand this job description and agree that I am able to fulfill the essential functions as stated above with or without accommodation. I further understand that it is my responsibility to request an accommodation, if necessary, to fulfill the essential functions of this position.

Applicant's / Employee's Signature

Date

Vice President's Signature

Date

President/CEO Signature

Date