



Assistant Vice President, Talent Development

Culture. Equity. Prosperity. And You! New Orleans Business Alliance is seeking exceptional candidates who are passionate and understand how instrumental talent development and economic development are to the quality of life for New Orleans residents. We problem-solve every day. We work hard to change narratives and realities. We have a lot of fun. And we'd like you to be part of this important work and amazing team!

The Business Alliance is looking to hire an **Assistant Vice President, Talent Development**. The Assistant Vice President (AVP) develops and implements a comprehensive strategy to increase the availability of skilled and ready workers to meet local and regional industry demands. Through well-designed sector strategies, this AVP delivers effective programs for employment, retention, promotion, career advancement and succession planning for local employers.

The AVP Talent Development has the overall responsibility for ensuring consistent standards across talent development program partners. The AVP is responsible for managing budgets, planning and developing organizational structure and creating master operational plans to meet current and future talent development needs. Under the direction of the Executive Vice President & COO, the AVP works closely with the entire Business Alliance staff to achieve the goals of the Talent Development team in accordance with the long-term strategic mission, core values, and purposes of the Business Alliance, the New Orleans Workforce Development Board and the City's Office of Workforce Development.

Essential Duties & Responsibilities:

- Develops and implements a comprehensive strategy to meet talent needs of local and prospective employers
- Leads business development activities and recruitment of employer partners, in coordination with the New Orleans Workforce Development Board and the City of New Orleans' Office of Workforce Development
- Designs employer-specific training partnerships and pipelines
- Provides day-to-day management of NOLABA's Talent Development team: supervising, leading and coaching the Talent Development team and providing progress reports to Executive Vice President & COO and Senior Leadership Team
- Provides leadership in strategic planning for the Talent Development team, budget development, and the creation and assessment of institutional effectiveness measures in all assigned areas



- Provide staffing support (along with members of the Talent team) to the New Orleans Workforce Development Board (NOWDB) in partnership with the City of New Orleans' Office of Workforce Development.
- Helps identify and secure appropriate resources to support professional development of NOLABA's Talent Development staff and to improve program quality across the broader workforce system
- Manages budgets, fund development activities and grant compliance for philanthropic resources
- Actively participates in the recruitment and retention of exceptional Talent Department team members
- Serves as the organizational liaison to a variety of economic and workforce training agencies, employer partner organizations, and other state, local and university committees as appropriate
- Oversees the development of marketing strategies and outreach processes leading to enrollment and programmatic recognition and growth among employers and job seekers
- Responsible for communicating with the Senior Leadership Team and Finance Team in regards to grants proposals
- Performs all other related duties as assigned

Qualifications & Job Requirements:

- Bachelor's degree (B.A.) from four-year college or university is required; Master's degree in business, economics, public administration or other related degree is preferred
- Seven (7) years of mid-to-senior level supervisory management and budgeting experience in workforce and talent development programs
- Excellent project management and reporting experience; strong organizational skills and ability to handle multiple tasks and meet deadlines; manages competing interests and strong personalities
- Strong data analytic skills including ability to assimilate and present data in a clear concise manner to a broad range of audiences; ability to present information within a strategic framework
- Demonstrated tactical experience along with the ability to think and act strategically with demonstrated success in managerial and leadership roles.
- Demonstrated experience in effectively promoting talent and workforce development programs to the community



- Excellent interpersonal skills and a personal commitment to equity
- Strong communication skills written and oral, and experience presenting information and summary reports internally and to the public
- Proficiency in Microsoft Office applications (Outlook, PowerPoint, Excel, Word, etc.)
- Works comfortably in highly collaborative environment; team-oriented with ability to lead teams and gain consensus
- Ability to excel in a fast-paced environment with changing priorities and able to take a positive team approach to working with industry, government, and other partners; ability to set and enforce priorities and deadlines
- Self-starter and takes initiative
- Strong judgment and an understanding of when to escalate issues / problems, and to whom
- Motivated by challenges and opportunities with limited resources and budgets in a nonprofit environment
- Sense of humor
- Assiduousness
- Professional demeanor at all times; ability to act as a representative of NOLABA to the public

Commitments:

- Treat all NOLABA employees, associates, customers, public/ private sector partners and Board members fairly, courteously, and with dignity.
- Model superior customer service behavior by maintaining positive relationships with all New Orleans Business Alliance stakeholders.
- Be prompt and available for flexible scheduling; be honest and fair in all business dealings; professional demeanor at all times.

Physical & Mental Demands:

- While performing the duties of this job, the individual is regularly required to speak and hear.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Read and interpret data (emails, memos, letters, etc.).
- Ability to maintain visual attention and mental concentration for significant periods of time.



- Ability to analyze and interpret data.
- Ability to effectively communicate with superiors, peers and subordinates.

NOTE:

- While performing the duties of this job, the individual is often required to travel within the New Orleans area; sometimes required to travel regionally, nationally, and internationally.
- Applicants must be currently authorized to work in the United States for any employer.
- This is a full-time position and hours of work and days are Monday through Friday 8:30am to 5:30pm. Occasional evening and weekend work may be required as job duties demand.
- Salary Commensurate with Experience. Exceptional Benefits Package

New Orleans Business Alliance is an Equal Opportunity Employer

New Orleans Business Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The New Orleans Business Alliance complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

New Orleans Business Alliance expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Business Alliance employees to perform their expected job duties is absolutely not tolerated.

JOB LOCATION

New Orleans Business Alliance
1250 Poydras St., Ste. 2150
New Orleans, LA 70113