



DIRECTOR, K-16 PARTNERSHIPS

Our Organization:

The New Orleans Business Alliance (NOLABA), the city's official economic development agency, is a nonprofit organization that employs the best practices in economic development to reposition New Orleans as the next great American city for business investment. Join our team and help us achieve our mission to unite a diverse community of stakeholders to catalyze job growth, create wealth and build an equitable and sustainable economic future in New Orleans.

An Exciting New Opportunity:

The **Director of K-16 Partnerships** supports collaboration and creates a positive and constructive connection among students, training providers—including colleges, universities and accelerated learning providers—and employers. The position serves as a liaison between training providers and new and existing businesses in Orleans Parish, promoting high-quality K-16 training pipelines to local employers.

Essential Duties & Responsibilities:

- Serve as the key internal resource for K-16 Education opportunities through collaboration and knowledge sharing across internal and external teams
- Support employer engagement to implement career pathways for students and graduates
- Work with organizational leaders to identify, develop, and promote compelling partnerships between local K-12 schools and post-secondary institutions to prepare students for employer-informed career pathways
- Establish partnerships to prepare in-school youth and post-secondary students for careers in high-wage, high-growth industry sectors
- Recruit employers to provide work-based learning opportunities for youth, trainees and apprentices
- Plan, organize, perform, integrate and evaluate programs, services and pathway activities
- Develop and coordinate marketing, recruitment and outreach activities designed to recruit employer partners
- Research industry and community-based demographic trends and best practices in sector-based training to support partnership decisions
- Assist with the development of surveys and other research tools to identify the short- and long-term opportunities with K-16 partners and job placement and retention outcomes with local employers
- Create reports and conduct analysis for key stakeholders, partners and investors
- Serve as project manager on various initiatives related to K-16 Education opportunities, including representing the organization at conferences
- Perform related duties as assigned



Qualifications & Job Requirements:

- Bachelor's degree from four-year college or university or equivalent experience is required
- Experience in planning, organization and coordination of Dual Enrollment Programs operations and activities
- Some experience with Curriculum standards, requirements, interpretation and application in postsecondary training programs
- Excellent project management and reporting experience; strong organizational skills and ability to handle multiple tasks and meet deadlines under ever-evolving priorities; manages competing interests and strong personalities
- Superior communication skills (both verbal and written).
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of stakeholder groups
- Intellectually curious with ability to bridge gap between the esoteric and practical, strategic and tactical
- Self-starter who can take initiative and drive results
- Demonstrated imagination and a creative "new way of thinking" in generating new ideas
- Cooperative team player; able to work in a fast-paced environment
- Exceptional collaborative, interpersonal and relationship building skills with robust political acumen
- Enjoys the dynamics of working in a community with diverse business and political leadership
- Maintains a spirit of excitement, involvement, and commitment; enthusiasm for the power of effective and holistic economic development
- Belief in innovation and the potential for rapid economic growth
- Analyze situations accurately and adopt an effective course of action
- Solid in understanding and implementing performance-based measurements and outcomes
- Proven leadership and motivational skills
- Proficiency in Microsoft Office applications (Outlook, PowerPoint, Excel, Word)
- Professional demeanor at all times; ability to act as a representative of NOLABA to the public

Attributes:

- Vision
- Interpersonal skills
- Team building ability
- Sense of humor
- Resourcefulness
- Comfort with complexity
- Ability to adapt and thrive in an entrepreneurial environment
- High ethical standards and commitment to fairness and equity



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)
- 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

Working Conditions:

- While performing the duties of this job, the individual may be required to travel within the New Orleans and United States; international travel may be required.
- 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.

NOTICE:

- Applicants must be currently authorized to work in the United States for any employer
- Salary Commensurate with Experience; Robust Competitive Benefits Package

Application Process:

To apply for this position, send the following documents via email to Careers@nolaba.org:

- Resume
- Cover Letter

In your email, please note "*NOLABA Director, K-16*" in the subject line.

NOLABA is an Equal Opportunity Employer

New Orleans Business Alliance (NOLABA) 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. NOLABA 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.

NOLABA 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 NOLABA employees to perform their expected job duties is absolutely not tolerated.

All NOLABA employees are subject to the Organization's Public Records Policies and Procedures.