

## POSITION DESCRIPTION

### Engagement Manager, Tech Sector Partnership

**ConxusNEO** is a nonprofit organization that focuses on building the capacity and improving the performance of the talent system in Summit County. [www.ConxusNEO.jobs](http://www.ConxusNEO.jobs)

#### Position Summary

**ConxusNEO** is seeking a full-time Engagement Manager who will be responsible for supporting the growth of the ConxusNEO Tech Sector Partnership by providing administrative, project management, outreach and facilitation expertise to keep the partnership moving forward to accomplish its goals. The candidate must be comfortable in the ambiguity of a rapidly growing community effort, bringing energy, enthusiasm and commitment to the work.

#### Roles and Responsibilities

- Build new and maintain on-going relationships with employers, education and training partners, workforce program programs, business support/development organizations, and other key organizations that have a vested interest in cultivating a workforce that is prepared with the skills and certifications employers need
- Facilitate stakeholder engagement meetings through the convening of the ConxusNEO Tech Sector Partnership to build a common understanding of workforce challenges; provide strategic guidance to develop a common agenda to produce system-level improvements; and develop and implement a system of shared system-level measurement
- Research best practices, catalyze and incubate new initiatives; manage timelines, monitor progress and hold partners accountable
- Provide administrative support to the sector partnership such as scheduling and logistics of meetings, preparing and distributing meeting notes in a timely manner
- Facilitate effective communication and promote collaborative teamwork

#### Skills and Experience

Preference for candidates with these skills and experience:

- Engaging stakeholders from diverse sectors and building trust among them
- Managing complex projects, including creating project timelines, coordinating, and facilitating meetings
- Working knowledge of continuous improvement concepts
- Leading groups to tangible results while ensuring members feel a sense of ownership and engagement
- Asking good questions that create a sense of clarity of purpose among individual partners and bringing all perspectives to a mutually beneficial conclusion
- Using data to inform decision-making
- Communicating clearly and effectively, both in writing and verbally
- Working effectively both independently and collaboratively within an organization and with outside stakeholders
- Working in talent acquisition/human resources or as a hiring manager

#### Accountability and Expectations

The Manager will report directly to the ConxusNEO Vice President. Salary and benefits will be competitive and commensurate with the successful candidate's skills and experience.

#### More about ConxusNEO

We partner with businesses to identify the skills they need to fill positions and build a talent pipeline. We support our business partners to work with educators, community organizations, workforce programs and economic development organizations to generate innovative solutions. This collaborative work is led by businesses with the support of ConxusNEO staff, and is referred to as industry sector partnerships.

The functions and activities of ConxusNEO focus on catalyzing and facilitating collaboration among partners within a network; not on providing direct programmatic services to residents or companies. ConxusNEO serves as a neutral convener of industry sector partnerships and the measure of our work is in our ability to:

- Position businesses to remain competitive and grow by cultivating a highly functioning talent supply chain
- Support education and training providers to align curriculum with relevant skills
- Help workforce programs better understand and connect with opportunities to assist job seekers
- Ensure our community's minority populations are positioned to share in the benefits of regional growth and prosperity
- Engage the talent system to support economic development strategies and activities
- Mobilize communities to overcome real-life barriers to good jobs that lead to great careers

Through industry sector partnerships, ConxusNEO generates and shares labor market information, mobilizes stakeholders to respond with action, and facilitates alignment and shared outcome measurement. To date, this work is being done in manufacturing and information technology and healthcare sector.

Send resume and cover letter to Michelle Collins at [mcollins@conxusneo.jobs](mailto:mcollins@conxusneo.jobs).