

Career Director Job Description



POSITION: Career Director

Reports To: Executive Director

Job Type: Full-time Exempt

SUMMARY JOB DESCRIPTION

The All-In Milwaukee Career Director reports to the Executive Director and serves as an integral member of the senior management team. This role provides the leadership and execution for the All-In Milwaukee career development, placement and partnerships. As our organization grows, there is a tremendous opportunity to join the larger talent and workforce development conversations in Milwaukee and Wisconsin. In addition, we need a director to coordinate our career development direct services for scholars, serve as the broker between All-In scholars and our corporate partners, and to execute our alumni engagement. Finally, this visionary leader will develop the All-In Milwaukee fee-for-service model to support revenue generation as it relates to talent pipeline and placement efforts. We believe this director will be a critical hire to ensure the long-term sustainability of our program.

We are looking for a talent executive who wants to bring their knowledge and network to develop this workstream for All-In Milwaukee. This leader will be an innovative, self-starter that will work hard on behalf of the incredible All-In scholars. They will take tremendous initiative, problem-solve through challenges, build strong relationships, and be committed to continuous improvement in this new area of work.

ESSENTIAL DUTIES & RESPONSIBILITIES

This list is not all-inclusive and may be expanded to include other duties and responsibilities, as deemed appropriate.

Direct Service with the All-In Milwaukee Scholars and Team

- Develop and execute the career development sessions for the All-In Milwaukee scholars following our career development scope and sequence. Serve as the point person for content for the Summer and Winter Institutes.
- Coordinate the Winter Break site visits to All-In Milwaukee career partners.
- Serve as the point person for scholar career development activities including the YouScience assessment, resumes, cover letters, LinkedIn profiles, mock interviews, and application support for internships and full-time positions.
- Track scholar internship and position interest, applications, and placements.
- Serve as the liaison between students and advisors for career development activities, coordinate sessions on campus and with university career services.
- Lead the All-In Milwaukee resume book, internship catalog, career fairs, and all hiring activities.

Strategic Partnerships

- Join the Milwaukee talent/workforce development conversations on behalf of All-In Milwaukee. In partnership with the Executive Director, become the All-In Milwaukee face of the talent pipeline in Milwaukee's human resource field, partnering with organizations such as the MMAC, Region of Choice, GMC, Newaukee, FUEL, etc.
- Serve as the liaison between our students and our career partners for hiring of All-In Milwaukee students for internships and entry level positions.
- Establish strong connections with the talent teams of the All-In Milwaukee career partners on behalf of the organization and our scholars. Set targets for internship and entry level placement with key All-In partners.

Alumni Engagement

- Create the All-In Milwaukee alumni engagement strategy including the organizational tracking tools and the ongoing community building.
- Track All-In Milwaukee jobs placements and connections.
- Facilitate alumni engagement in fundraising and career placement opportunities for future All-In Milwaukee graduates.

All-In Milwaukee Leadership Team

- Prepare quarterly reports for the All-In Milwaukee board on career development activities and placement.
- Track all career development activities in Salesforce; create the larger impact narrative; assist with organizational reporting to All-In Milwaukee donors/partners.
- Vision, develop, and execute a fee-for-service model for All-In Milwaukee to generate revenue from internship and full-time position placements.
- Support revenue generation as it relates to talent pipeline, including development efforts with the All-In career partners, developing the MMAC Region of Choice partnership, and executing a fee-for-service model for internships and entry level placement.

KNOWLEDGE, SKILLS & ABILITIES

- Superior interpersonal and collaborative relationship skills, with demonstrated verbal presentation experience and written communication skills.
- Organized professional with entrepreneurial spirit, creativity, and resourcefulness able to manage multiple projects and partners simultaneously.
- Ability to take initiative and work independently without close supervision, and willingness to collaborate as a member of organizational teams.
- Strong relationship building and project management skills.
- Strong organizational, planning and execution skills.
- Strong proficiency in basic Microsoft Office suite programs, including word processing (Word), spreadsheets (Excel), database, and email (Outlook) computer applications. Must be willing and able to learn in-house programs that organize information.
- Ability to work a flexible work schedule, including occasional overtime, nights, and weekends as required.
- Ability to regularly travel throughout and occasionally outside the Metro Milwaukee area for various meetings.
- Commitment to educational equity and a strong desire to be part of a movement to ensure every All-In Milwaukee student will achieve their educational and career goals.

EDUCATION & EXPERIENCE

- Bachelor's degree in business or other related field required. MBA strongly preferred.
- Eight or more years in a corporate talent setting.
- Experience working with young professionals and corporate talent teams preferred.
- Experience using Salesforce preferred.
- Experience with nonprofits and university career services preferred.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodation will be made to enable qualified individuals with disabilities to meet the demands.

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While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands to finger, handle, or feel, reach or grasp with hands and arms, including overhead and from floor to waist, and talk or hear. The employee is regularly required to operate a motor vehicle. The employee is occasionally required to bend, stoop or kneel; lift, carry and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and ability to read from a computer or electronic device, and the vision required to operate a motor vehicle.

The noise level in the work environment is usually quiet to moderate. The employee is exposed to outdoor weather conditions during work-related travel.

BENEFITS OF WORKING AT ALL-IN MILWAUKEE

All-In Milwaukee is a college completion program that provides financial aid, advising, program and career support to high-potential, limited-income, diverse Milwaukee students to complete college, build meaningful careers, and transform the Milwaukee community. All-In Milwaukee is a coordinated collaboration of students, families, pathway partners, universities, advisors, and donor partners. We have the future diverse workforce of Milwaukee and Wisconsin in our program, and you can be a part of fulfilling that vision!

All-In Milwaukee provides competitive paid holidays and time off, parental and school activities leave, medical/dental/vision health plans, and an excellent SEP retirement plan, among other benefits.

TO APPLY

Please submit a cover letter, resume, names/contact information for three references and salary requirements to hr@allinmilwaukee.org. Applications will be reviewed on a rolling basis with an immediate start date; however, we strongly encourage interested candidates to apply before September 30, 2023. No phone calls, please.

All-In Milwaukee is an Equal Opportunity Employer and is committed to providing a work environment free from harassment and discrimination. All-In Milwaukee provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender, medical condition, genetic information, or sexual orientation, or any other characteristic protected by law.