



Job Description

Job Title	Business Development Specialist		
Employed by	Dynamic Workforce Solutions		
Reports to	Title	Project Director	

Salary:	\$30,000 - \$45,000	Type of position: FT	Hours <u>40</u> / week	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-exempt
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PURPOSE

Secure worksite agreements to support the regions work experience initiatives. Implement policies and procedures to ensure worksites adhere to federal, state, and local guidance. Serve as point of contact for work experience participants regarding orientation, payroll, and ongoing measures of progress.

KEY ACCOUNTABILITIES

- **Worksite Coordination** – Retain current and generate new worksites to meet regional needs and support participant training initiatives. Obtain and review performance evaluations from employers and take appropriate actions when needed. *Measurement – Year-over-year number of worksites; gap analysis of worksites by industry; employer survey results.*
- **Career Seeker Coordination** – Appropriately make direct placements to worksites with eligible program participants. Accurately review, enter, and complete timesheets in the timesheet management system. Coordinate new hire orientations, time sheet collection, and paycheck distribution. *Measurement – Achieve contract performance measures for associated programs; meet budgeted supportive service goals for associated programs.*
- **Analysis and Communication** – Analyze and track outcomes from work experience program and communicate trends effectively with management. Provide programmatic guidance and assistance to make recommendations and improve outcomes. *Measurement – Achieve contract performance measures for associated programs; meet budgeted supportive service goals for associated programs.*
- Other duties and responsibilities as assigned.

WORK EXPERIENCE REQUIREMENTS

- Minimum of 2 years’ experience in business development, building business relationships, or sales required.
- Experience in workforce development in lieu of business development, building business relationships, or sales may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communications skills are necessary.
- Ability to engage, understand, and respond to the needs of business accounts.
- Must have the ability to work in a fast-paced and diverse environment.
- Strong ability to coordinate with internal and external partners.
- Proficient with Microsoft Office.
- Interpret and understand program policy and establish necessary work processes and procedures.
- Must be able to set and manage priorities and execute programmatic data entry on a timely basis.

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– Ability to monitor and analyze results and generate reports.			
APPLICABLE STRENGTHS THEMES			
CareerSource Capital Region is a Strengths Management organization. For a brief description of the Strengths themes go to: http://www.strengthstest.com/theme_summary.php and for more information go to http://www.strengthsfinder.com . It is required that all staff understands and demonstrates daily usage of their own Strengths. Strengths are important to the successful operation of the organization and as such a combination of the following Strengths is preferred.			
Primary Strengths Themes		Secondary Strengths Themes	
Achiever, Adaptability, Belief, Communication, Focus,	Positivity, Relator, Self-Assurance, Woo	Analysis, Command, Competition, Developer,	Ideation, Includer, Responsibility
EDUCATION REQUIREMENTS			
– Bachelor’s degree or equivalent experience is required. Areas of specialization that are also preferred are Business Administration/Management, Marketing, Public Relations, or closely related field.			

STAFF (PRINT NAME)	
STAFF (SIGN)	Date
SUPERVISOR (PRINT NAME)	Title
SUPERVISOR (SIGN)	
DATE HIRED	