

## **Job Description** **Director of National Partnerships**

### **Who we are:**

[CareerWise](#) is a nationally-recognized nonprofit organization that creates life-changing opportunities for the youngest generation of America's workforce. We build industry-led, student-centered, modern youth apprenticeships through classroom and on-the-job learning providing flexible, alternative pathways to economic mobility. More than one thousand youth have been hired as CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, our programs have launched in multiple states, leveraging our institutional knowledge, technology, and infrastructure.

### **Job Summary:**

Reporting to the **Senior Director of National Partnerships**, the **Director of National Partnerships** will be responsible for the delivery of advisory services to public and private youth apprenticeship partners, either as CareerWise-licensed affiliates or other similar partners. This position is both a highly strategic and tactical role leading the National Partnerships team in providing quality advising services and developing and delivering resources based on best practices in support of affiliates' and clients' programmatic success. The ideal candidate will be comfortable acting in a leadership capacity, rolling up their sleeves to provide direct client support, and managing grant and contract requirements.

### **Key responsibilities of this position:**

- Lead team of National Partnerships Managers, empowering their success in delivering high quality consulting services and provide direct strategic advising as necessary
- Collaborate across CareerWise departments to ensure coordinated delivery of communications, services, and resources to its partners
- Develop or improve resources and tools that aide in efficient and effective program launches and scale across partner network
- Develop and maintain dashboards to inform grantors, internal staff, and other relevant partners on CareerWise's national progress
- Support Sr. Director of National Partnerships with sales funnel development and progress including presentations, due diligence, and negotiations
- Maintain template pitch decks, proposals, scopes of work, and contracts; tailor as needed to establish, manage, and renew partnerships
- Document and continuously improve core processes in support of positive customer experiences and efficient operations
- Represent CareerWise nationally through delivery of presentations to external audiences, serving as a subject matter expert in the CareerWise youth apprenticeship model
- Form strong, trusting relationships with CareerWise national partners
- Anticipate capacity needs to deliver advisory services and manage department budget
- May perform other duties as assigned

### **Key competencies to be successful in this role:**

- Builds trust with stakeholders, collaborators, manager, peers, and direct reports
- Collaborates with others to overcome barriers with creative solutions
- Identifies, develops, and tailors tools, resources, and guidance to advance capabilities
- Has a customer service orientation
- Demonstrates curiosity and connects current events with trends as it relates to approaches to youth apprenticeship across the U.S.
- Identifies ways to scale impact

- Effective communicator
- Enhances team effectiveness, helps others grow
- Organized, self-driven
- Diverse lived experiences and ability to honor and appreciate those of others
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) work and conversations
- Demonstrated passion for the CareerWise mission and ability to deeply understand the complexities of the youth apprenticeship system that CareerWise is building

**Additional proficiencies:**

- Knowledge of and experience in delivering consulting or advisory services
- Detail-oriented with the ability to work independently on multiple tasks at once
- Experience using Salesforce, Microsoft Office, and Google Suite
- Comfort with change and ambiguity
- Experience and interest in working in a fast-paced, rapidly changing environment
- Comfortable with sales

*The above statements are intended to describe the essential functions of the job being performed by employees assigned to this classification. The duties listed are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. With the evolution of the organization and this role, the responsibilities of this position may change at any time.*

**Location:**

It is preferred, but not required, that the incumbent selected for this position reside in Denver, CO. Some travel to in-person events may be required and some travel may be scheduled to other states where partners are located. There may also be occasions (possibly 1-3 times per year) for all CareerWise staff to gather in-person. Exceptions will be made for special circumstances.

**Compensation:**

The salary range for this role is: \$80,000-100,000 annually; this role is not covered by the minimum wage and overtime provisions of the FLSA.

CareerWise offers a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off.

**Sound interesting?**

We look forward to hearing from you! Please email your resume directly to the contact listed below. If you have a LinkedIn profile, please share it with us as well!

In your email, please answer these two questions when you provide your resume:

1: Why are you interested in joining CareerWise?

2: What can you bring to this position?

Contact for this role: **Hillary Johnson**, Executive Assistant

Email: [hillary.johnson@careerwiseusa.org](mailto:hillary.johnson@careerwiseusa.org)

*We are an Equal Opportunity Employer that values diversity at all levels. All individuals are encouraged to apply. If you need assistance or accommodation due to a disability, you may contact us at: [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)*

**Working conditions and physical requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made

to enable individuals with disabilities to perform the essential functions. Usual office environment with frequent sitting, walking, and standing. Frequent use of eye, hand, and finger coordination for use of standard office equipment. Oral and auditory capacity required for interpersonal communication as well as communication through automated devices such as the telephone and online video conference platforms (like Google, Zoom, MS Teams, Webex, etc.)

Title: <b>Director of National Partnerships</b>	FLSA Status: <b>Exempt</b>
Reports to: <b>Senior Director of National Partnerships</b>	