



**Position Title:** Business Development Manager

**Work Location:** Jersey City, NJ

The Jersey City Employment and Training Programs' mission is to connect people, businesses, and reputable hard skill training partners while advancing self-sufficiency. We accomplish our mission by being financially sound, performance driven, value-based, well-versed, and dedicated to organizational development and quality stakeholder relationships. We will have a skilled and diverse team of experts focused on coaching and developing our members to maintain a high quality of life sustainable over changing economic conditions.

**Position Summary:**

As the Business Development Manager, you are a match maker for job seekers and employers. You will operate as a 360 Recruitment Manager – both recruiting and undertaking business development. You will build a strong talent pipeline, cultivating external partnerships, and networking intensively. You will manage a team of recruiters who are also responsible for 360 recruitment and business development. You will implement a rigorous selection process that delivers top talent to our employer partners and maintain close relationships with a variety of referral partners and other stakeholders.

**Key Responsibilities:**

- Supervise a team of 1 – 5 Account Managers.
- Represent the Agency externally including funder events and meetings.
- Work with the Account Management team to plan, implement and track customized recruitment projects to meet the specific needs of each business client.
- Match qualified candidates to current vacancies within the JCETP Network.
- Meet and exceed goals for a) new business and b) placed candidates.
- Facilitate a seamless recruitment process, providing first-class customer service for candidates and employer partners.
- Cultivate relationships and network continuously, to maintain a pipeline of top-tier candidates and employer partners.
- Host and attend recruitment events including some nights and weekends, plus some travel.
- Expand relationships with existing clients and develop relationships with local businesses, to develop a network for job placement.
- Understand, in detail, the needs of business clients regarding their open job opportunities.
- Create, generate and submit job orders.
- Enter employer information into all appropriate databases and monitor employer activities.
- Implement recruiting processes and initiatives.
- Receive and review resumes of job applicants or curriculum vitae.
- Attend job fairs, networking events and information sessions to recruit prospective candidates.
- Build and coordinate a pipeline of qualified jobseekers through recruitment events, reengagement of Individual Training Account customers, Community Based Organization referrals, walk-in traffic, and direct advertising.
- Source candidates through cold calling, referral recruiting and online social media networking.
- Maintain a pipeline of candidates per job title.
- Manage onsite and offsite recruitment events on behalf of employers.
- Share information with appropriate staff and/or funding agencies. Maintain participant files as specified by contractor and scan necessary documents for electronic files.

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**Jersey City Employment & Training Program, Inc.**

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**Requirements and Qualification:**

- Bachelor's Degree required.
- 5+ years recruitment experience.
- 3+ years leadership experience.
- Familiarity with government grants and contracts including WIOA, SNAP, TANF, Youth and Reentry populations.
- Strong interpersonal skills.
- Ability to foster a culture that promotes teamwork, while establishing clear performance standards in accordance with program goals.
- Commitment to professionalism, professional development, mentorship, and collaboration.
- Excellent writing and communication skills and the ability, as a spokesperson, to articulate messages to diverse audiences.
- Organizational and multi-tasking skills; ability to prioritize assignments and meet goals and deadlines.

**NON DISCRIMINATION AND AFFIRMATIVE ACTION**

The Jersey City Employment and Training Program is an Equal Employment Opportunity Employer. We welcome people of all cultures, backgrounds, and experiences into our team. We encourage people of color, women, members of the LGBTQ community, as well as people with disabilities to apply!

*The Jersey City Employment and Training Program is an equal opportunity employer and does not discriminate against current or prospective employees based on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, sexual orientation, genetics, active military, or any other protected class in accordance with applicable federal and state laws.*

Job Type: Full-time