



Job Title:	Business & Community Relations Manager	Reports To:	Executive Director
Position Type:	Full-Time	Travel Required:	Occasional local travel
Salary Range	\$90,000 - \$115,000		

Position Summary

This position leads the WCSO's business services efforts, as specified by federal workforce legislation, and identifies industry sector needs and strategic talent development initiatives that will serve the needs of Cincinnati and Hamilton County. The Manager coordinates community relations efforts, including government relations, to ensure public officials and community leaders understand the value WCSO provides to the community. The Manager collaborates with the Cincinnati-Hamilton County OhioMeansJobs (OMJ) Center on business services activities that meet the workforce needs of area employers.

Responsibilities (not all-inclusive) all duties listed below are essential functions for which reasonable accommodations will be made. All requirements listed indicate the minimum level knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Staff may be required to perform other job-related instructions as requested by their supervisor and subject to reasonable accommodations.

Essential Functions

Business Services

- Establish and maintain relationships with area employers for in-demand industries, especially large businesses that are beyond the scope of the OMJ Center's focus.
- Establish and maintain positive working relationships and participate in workforce and economic development-related functions and activities, including with key organizations such as the Cincinnati USA Regional Chamber, REDI Cincinnati, and the Society for Human Resource Management's Cincinnati Chapter.
- Establish and maintain an in-depth knowledge of the Cincinnati and Hamilton County labor market and share labor information with stakeholders.
- Connect with local businesses to identify and promote promising practices to meet the evolving needs of employers.
- Assist with identifying training programs and special training initiatives that will benefit top industry sectors and high-demand occupations.
- Organize convenings of local business leaders to assist with workforce eco-system capacity building and with identifying non-federal expertise and resources.
- Engage with local businesses to identify employer concerns or issues and collaborate to recommend appropriate solutions.
- Engage a diverse range of employers to foster and promote business representation and industry sector partnerships.
- Communicate and collaborate regularly with the OMJ Center's Business Services Manager to ensure the WCSO and OMJ Center's business-focused efforts align and complement each other.
- Ensure WCSO alignment with Ohio's Business Resource Network.
- Help strengthen the local workforce eco-system by working collaboratively with other business and economic development-focused organizations.

Community & Government Relations

- Encourage and facilitate positive relationships between the leadership of community and government organizations and the WCSO senior leadership.
- Plan for and work with WCSO staff to carry out occasional briefings, receptions, and other informational

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events aimed at community leaders, elected and appointed officials, candidates and their staff.

- Develop and maintain relationships with key public officials and their staff, including the Mayor of Cincinnati, the County Commissioners, Hamilton County’s delegation to the Ohio General Assembly, and legislators representing Hamilton County at the federal level.
- Provide support to the Executive Director for meetings with community leaders, elected and appointed officials, including scheduling, materials preparation, talking points and notes.
- Develop and implement recognition activities to highlight community leaders, elected and appointed officials, candidates and their staff who are workforce champions.
- Track relevant legislative and policy activities at the local, state and national levels and share updates.
- In collaboration with the Communications and Marketing Manager, prepare and disseminate information about the WCSO’s key goals, initiatives and achievements to community leaders, elected and appointed officials and their staff.
- Proactively research policies to see what changes could be advantageous and which trends might negatively impact the WCSO and the community it serves in the future.
- Regularly attend and report on meetings of relevant community and government bodies or entities, such as the county commissioners.
- Create community and government relations materials that support WCSO's legislative and policy goals.
- Collaborate with other workforce development organizations, advocates, and government relations groups to support and advance advocacy issues of importance to the WCSO.
- Identify advocacy opportunities and develop channels for engagement, participation and information-sharing.
- Help elected and appointed officials, candidates and their staff see how their legislative priorities and the WCSO’s strategic plan and goals intersect and connect.

Knowledge, Skills and Abilities

Workforce Development

- Ability to gain a working knowledge of the area labor market.
- Ability to gain a working knowledge of relevant workforce development legislation.
- Knowledge of local businesses and business-related organizations.

Community & Government Relations

- Ability to work positively and productively with community leaders and city, county, state and federal elected officials and their staff.
- Understanding of legislative processes and procedures.
- Knowledge of area community groups that intersect with the workforce development eco-system.

Productivity

- Ability to work well independently with minimal supervision.
- Ability to meet deadlines.
- Exceptional project management skills.
- Ability to arrive to work reliably, regularly, and on time.

Collaboration & Teamwork

- Strong collaboration skills and ability to work well in a team.
- Excellent communication skills.
- Demonstrates a commitment to diversity, equity and inclusion. Works collaboratively and respectfully with all colleagues and customers regardless of age, cultural background, ability, ethnicity, family status, gender identity, immigration status, national origin, race, religion, sexual orientation, socioeconomic status and veteran status.



Critical Thinking

- Solid analytical, problem-solving, and research skills.
- Adept at process management; knows how to organize and prioritize activities.
- Ability to gather, analyze, and use data to inform decision making.
- Continues to build knowledge, skills, and dispositions to increase effectiveness of community and government relations work and to stay up to date on best practices and trends in the field.

Working Conditions and Physical Requirements

- Ability to work in a hybrid work structure, where staff members work both in-office and remotely, depending on the task.
- Ability to work evenings and weekends occasionally, as needed.
- Occasional travel is required to attend meetings and events.
- Is subject to frequent interruptions and transitions.
- Must be able to move intermittently throughout the work location for the majority of the workday and have the ability to safely, frequently, independently move and handle a minimum of 20 lbs. to a minimum height of 2 feet and a minimum distance of 5 feet.

Education and Minimum Qualifications

- Bachelor's degree in Business Administration, Human Resources, or related field; or equivalent combination of training and five or more years' experience.
- At least five years of progressively more responsible experience in any of the following areas: business administration, government relations, human resources, sales or related experience.
- Must possess a valid driver's license and maintain a driving record that is acceptable to the organization's insurance provider.

Preferred Experience and Qualifications

- Nonprofit, government, or public sector experience.
- Experience working with city, county, state and federal elected officials.
- Knowledge of federal workforce development legislation, or the commitment to gain the knowledge.

How to apply

Send a resume and cover letter to admin@cincyworkforce.org and include "Business & Community Relations Manager application" in the subject line. The position is open until filled. For full consideration, apply by June 15, 2024.

The Workforce Council of Southwest Ohio is an equal opportunity employer. We foster a welcoming and inclusive environment in service to one another and the diverse communities we represent. We do all of this with kindness, empathy, and respect for each other.