



# Opportunity Scholars

## Director of Business Development

### **Mission:**

Opportunity Scholars (OS) is a non-profit organization whose mission is to assist high school students to pursue career and technical education, college or university education. We guide, connect, finance and engage students to achieve their dreams of career success. Opportunity Scholars does this by connecting families, schools and businesses to create a low-cost career pathway to high paying jobs for low- and middle-income students. We create economic mobility for students and build a pipeline of professional and technical workers to grow local businesses.

### **Primary Duties:**

1. Lead implementation of the Business / Employer Development strategy by forming partnerships with businesses who will hire scholars.
2. Seek and form relationships with businesses who will provide one of the following - hire scholars, provide job training, provide hands-on employer based apprenticeships, earn and learn opportunities, provide income streams to offset student education and coaching costs, and work readiness support services to students and young adults.
3. Manage business lead development including creating plans to source and tracking prospects, qualifying leads, networking to businesses who employ students in our career pathways, presenting to potential customers and seeking funding for our scholars. Businesses in technical trades like plumbing, HVAC as well as businesses in healthcare, education, accounting and IT and others will be a key focus.
4. Maintain ongoing business relationships including achieving both business volume metrics and relationships targets. Maintain relationships with employers in each of the Opportunity Scholars career pathway categories and locations Opportunity Scholars has scholars.
5. Work directly with students to seek and find employment opportunities while simultaneously working with employers to fill positions. Be the conduit between Opportunity Scholars, students and businesses.
6. Be the conduit of information flow between employers and Opportunity Scholars coaching team to help employers retain staff and help scholars be career ready through durable skills training and information.
7. Initiate, develop and facilitate employer career information visits for students and career learning opportunities.
8. Track economic development and business trend impacts in the areas Opportunity Scholars covers including Economic Development Association developments, shifts in labor market needs, local and national labor shifts, etc.
9. Work with other Opportunity Scholars leaders to create a seamless strategy for designing career pathways that incorporate both high school, college and university education and employment base learning to create efficient career pathways and certifications.
10. Create strategy for and execute communication with area employers to solicit nominations for Opportunity Scholars students to pursue career training for their employees' children and friends.
11. Develop a strategy around maintaining relationships with relevant Career and Technical Teachers and work based learning coordinators in schools.
12. Represent Opportunity Scholars at local and regional employment/workforce development groups seeking to foster workforce development.
13. Other duties as assigned.

**Education and work experiences desired:**

Experience in a technical or trades profession is preferred. Experience in relationship building or sales related activities is required. Strong track record of meeting sales expectations is desired. Some coursework at a community college or university or apprenticeship is required. Microsoft Office proficiency is required. A combination of sales ability and detail orientation is required.

**Personal attributes desired:**

Must enjoy working with businesses, students, families, teachers and community organizations. The ideal candidate must have a passion for helping young people access the education gateway to a successful quality of life and a desire to serve others in society.

- Strong organization and polished, positive and professional communication skills are required
- Must have business acumen and be able to overcome objections
- Strong relationship building, communication and strategic thinking skills required
- Ability to work independently and with a team and manage one's own time
- Ability to meet or exceed business partnership goals
- Outgoing, confident, positive personality is required
- Some work outside of 9 AM – 5 PM is required

**Compensation:**

This full time position has a salary of \$60,000 plus a bonus potential. In lieu of a benefits package, a stipend will be paid bi-weekly to offset travel and expenses.

**Location of Work:**

The large majority of work will take place in Northern Virginia and the Shenandoah Valley (City of Winchester, Frederick County, Clarke County). Employees are expected to maintain high speed internet connection, cell phone and reliable transportation at their own expense. Some evening and weekend work is vital to the success of this role.

**How to Apply:**

Submit a resume to [Kari@OpportunityScholars.org](mailto:Kari@OpportunityScholars.org)

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