

## Grand Junction Program Manager Description

### Who are we?

[CareerWise Colorado](#) is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

Grand Junction Area Chamber of Commerce is an organization dedicated to promoting a robust economy and being the voice for its 1000 business members. Workforce Development is a top priority for the Chamber and the organization works with numerous partners including CareerWise, the Mesa County Workforce Center, School District 51, Western Colorado Community College and Colorado Mesa University to link employers with the skilled employees.

### The role

Reporting to the CEO of the Grand Junction Chamber of Commerce, the Grand Junction Program Manager develops and executes the CareerWise business partnership recruitment strategy for the Grand Junction area. Additionally, the Manager will serve as the Relationship Manager to all Grand Junction CareerWise business partners to support their apprentice cohorts. The Manager will be an employee of the Grand Junction Chamber of Commerce, funded by CareerWise Colorado. The Program Manager will also periodically check-in with CareerWise's Director of Business Partnerships and Director of Customer Success to ensure the Program Manager is trained and tracking towards established goals and project plans.

### What you'll do:

#### *Business Partnership Strategy*

- In collaboration with CareerWise's Director of Business Partnerships, Director of Customer Success, and others in the CareerWise network, you will create, implement and own the Grand Junction business recruitment & relationship management strategy:
  - Assessing current and future workforce needs that can be supported through an apprenticeship system
  - Prospecting and recruiting ideal Grand Junction businesses for implementing an apprenticeship program
  - Supporting recruited companies as they onboard and providing ongoing support for the duration of their apprenticeship program

### *Business Recruitment*

- Develop a deep understanding of the workforce challenges and opportunities facing potential Grand Junction business partners and our ability to address those challenges
- Business development: recruiting business partners, delivering presentations, leading meetings with internal and external stakeholders, driving negotiations to successful completion, & finalizing partnership agreements
- Maintain continuous lines of communication, keeping all colleagues and stakeholders informed of plans, important information, regular reporting, and communicate critical issues
- Serve as primary point of contact for Grand Junction businesses
- Proactively keep CareerWise's Salesforce database up-to-date
- Support annual renewals process for key business partners
- Represent CareerWise Colorado within the Grand Junction community by giving presentations, attending events, and staying connected to leaders within the sector

### *Relationship Management*

- Understand the unique business needs, motivations and opportunities of each of our employer partners to maximize success of apprenticeships within each environment
- Onboard our new employer partners, including occupation identification, job description creation, training plan development, and interviewing of apprentices
- Train supervisors, HR leaders and business unit leaders on CareerWise processes
- Serve as the single point of contact for business partners and apprentices to address questions and concerns
- Provide thoughtful and responsive customer support as needs arise, including working closely across departments to problem-solve unique challenges
- Implement proactive communication and feedback-gathering from employer partners
- Plan, organize, and implement success strategies; coach and advise business partner organizations to improve program success
- Identify opportunities to increase youth apprenticeship programs within existing employer partners

### **Who are you?**

An inspiring leader and a specialist in crafting partnerships who can effectively communicate our bold vision to potential businesses. You are entrepreneurial by nature. You are naturally curious and love delivering value to your customers to ensure the development of an effective and long-lasting partnership. You have the ability to do all of the above while drawing on your deep knowledge and experience in the Grand Junction business community to put partners at ease that you know their business and their industry.

You are interested in giving back to the Grand Junction community and helping build an innovative program after working in a business development or account management environment. You enjoy building relationships and are strategic about maintaining them. You have a few years of work experience in a setting that has prepared you for the diversity of this role (e.g., business development, customer success, program management, analytics) and

because of this experience, you have an understanding of general business operations. Ultimately, you have the tenacity to deliver results as part of our performance-oriented culture.

You are able to problem-solve with a creative, entrepreneurial, and service-minded approach. You are highly self-directed and have the discipline, technological savvy and ability to work remotely.

Required skills and competencies:

- Experience in navigating Grand Junction businesses for crafting partnerships, business development, or complex sales that require multiple stakeholder signoffs (C-level, business unit leaders, etc.)
- A passion, or interest due to exposure through work experience, for workforce development in Grand Junction
- A passion for delivering value to partners through ongoing support and engagement
- Experience and interest in working in a fast-paced, rapidly changing environment where you may propose an idea on Monday and execute it on Thursday (we mean it)
- Project management in a business environment – you can prioritize activities and work in an independent, self-directed manner against tight deadlines
- You excel at both facilitating and participating in conversations with a variety of different audiences (business executives, HR, chamber of commerce staff, and high school students, etc.)
- You confidently speak and write, and can create and deliver compelling presentations and discussion materials
- You have proficiency with or an ability to quickly learn and master Microsoft Office Suite, Salesforce, Burning Glass, Zoom Video Conferencing, and project management software

Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in where ever our skills are needed.

*Sound interesting?*

Send resume, cover letter, and LinkedIn profile to Brad Revare and Diane Schwenke at [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)  
[diane@gjchamber.org](mailto:diane@gjchamber.org)

**Compensation:** Compensation for this role is commensurate with experience. the Grand Junction Chamber offers medical benefits and a 401k match after 12 months of employment