



# NOW HIRING

## Talent and Business Strategies Manager

### JOIN THE MOVEMENT.

Onward NRV is looking for a team-oriented individual who is eager to support the economic growth and vitality of Virginia's New River Valley by managing the organization's talent and business strategies.

### GENERAL DESCRIPTION

The Talent and Business Strategies Manager is responsible for several core components, including but not limited to: engaging with local companies in Onward NRV's targeted industries; supporting business attraction efforts; forging partnerships with area employers and educational institutions; exhibiting at career fairs to market the NRV as a great place to live and work; and executing talent-related events such as the NRV Experience internship program, the Elevate NRV micro conference, and the NRV Talent Tours program.

The successful candidate must be able to prioritize work and effectively manage multiple projects at the same time; lead, motivate, and engage college- and high school-aged students; communicate effectively verbally and in writing with all levels of individuals; collaborate with a variety of stakeholders; work well under pressure in meeting deadlines; exhibit sound judgment in making decisions; and maintain confidentiality on sensitive matters.

The Talent and Business Strategies Manager position is a full-time, exempt position with excellent benefits. The position reports directly to the Executive Director.

### ABOUT ONWARD NRV

Onward NRV ([www.OnwardNRV.org](http://www.OnwardNRV.org)) is a public/private, regional economic development organization whose mission is to attract and retain world class jobs, investment, and talent in Virginia's New River Valley ([www.TheNRV.org](http://www.TheNRV.org)). It's a movement where leaders from business, government, and higher education work together to promote the economic vitality of the region through Onward 2028, the organization's five-year economic development strategy for the region.

The Onward NRV staff is a small but mighty team of colleagues who work collaboratively to promote the economic development of Virginia's New River Valley. We take pride in contributing to the success and future of the region we call home. In our fast-paced environment, we encourage new and creative ideas, celebrate our achievements, and strive for strong relationships with our colleagues and our organization's stakeholders.



## ILLUSTRATIVE DUTIES

### *Talent Attraction & Retention:*

- Plan, coordinate, and execute annual [NRV Experience \(NRVE\)](#) internship program in partnership with Onward NRV team members while maintaining program records to ensure accuracy and confidentiality
- Develop, coordinate, and execute annual [Elevate NRV](#) micro conference to showcase best practices in talent attraction and retention to regional employers
- Expand the [NRV Talent Tours](#) program for high school students to all five NRV localities
- Exhibit at K-12 and college career fairs throughout the NRV to market the region as a great place to live and work
- Engage with higher education institutions in the NRV (VT, RU, NRCC, VCOM) by building relationships with Career & Professional Development representatives
- Engage with the regional Workforce Development Board (WDB) and K-12 Career & Technical Education (CTE) programs to be an advocate for industry needs
- Craft and send quarterly email newsletter promoting life in the NRV to college students
- Update and maintain NRV Job Board ([TheNRV.org/jobs](#)) and other talent-related features on the NRV website

### *Business Engagement:*

- Track and monitor regional challenges facing local companies within Onward NRV's four [targeted industries](#)
- Plan, coordinate, and execute twice a year Industry Leaders' [Summits](#) for local MFG and IT/Tech leaders to support the competitiveness and growth of those industries in the NRV
- Connect local employers and prospective businesses with relevant regional talent resources
- Support business attraction efforts by occasionally coordinating RFI responses with local allies, participating in prospect visits, and traveling to conferences and trade shows to market the NRV

### *Organizational:*

- Collaborate with Executive Director to develop Annual Plan of Work for program area
- Track progress using metrics and benchmarks established by Executive Director to monitor progress toward Onward 2028 initiatives
- Assist with coordination and preparation for quarterly investor events, Board of Directors meetings, and committee meetings as necessary, including event set-up and teardown
- Represent Onward NRV in the community by participating in meetings with local, regional, and state economic development partners and/or delivering presentations.
- All other duties as assigned

## SKILLS AND QUALIFICATIONS

- Demonstrated ability to lead, motivate, and engage college- and high school-aged students and manage relationships with a variety of stakeholders including business leaders
- Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing
- Self-motivated individual who can prioritize work and effectively manage multiple projects in a fast-paced environment
- Knowledge of talent attraction and business engagement strategies to support regional growth
- Proven ability to effectively plan, promote, and execute events and programs within budgetary limits
- Ability to safely move, handle, and set up heavy objects (i.e. display tables, banners, etc.) weighing up to 50 pounds
- Proficient in Microsoft Office 365 and email marketing (Constant Contact); experience with Salesforce, Adobe Acrobat, WordPress, and social media platforms a plus
- Bachelor's degree in Business, Education, Human Resources, or related field with 2 or more years of relevant experience or equivalent education, training, and experience is required

## SALARY & BENEFITS

The Talent and Business Strategies Manager position is classified as a full-time, exempt position with a flexible work schedule and the potential to work remotely up to two days per week. Salary range is \$50,000 to \$55,000 per year and dependent upon qualifications. Onward NRV offers a generous benefits package including health insurance, dental insurance, life insurance, paid time off, paid holidays, eight weeks of paid parental leave after 12 months of employment, 401(k) employer match program, cell phone stipend, professional development training, and advancement opportunities.

## ADDITIONAL INFORMATION

The successful candidate will be required to have a background check.

## HOW TO APPLY

Submit a cover letter with resume, including salary requirements and a minimum of three references, to [hr@onwardnr.org](mailto:hr@onwardnr.org). This position is open until filled. Onward NRV is an Equal Opportunity Employer and committed to providing reasonable accommodations for qualified individuals with disabilities upon request.



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