

Join ChamberRVA as our Senior Program Manager for Workforce and Talent!

Are you passionate about shaping the workforce of tomorrow? ChamberRVA is looking for a dynamic and strategic individual to join our team as the Senior Program Manager for Workforce and Talent.

Position Overview:

This position will lead efforts to strengthen the regional workforce pipeline through workforce development, talent retention and internship ecosystem development initiatives. This position oversees grant-funded programs, ensuring alignment with ChamberRVA's strategic priorities and revenue goals while fostering meaningful partnerships with key stakeholders including chamber members, community organizations, universities, and talent/workforce partners.

Key Responsibilities:

- Execution of strategic plans for workforce/talent programs working with Chamber staff, member volunteers and stakeholders
- Monitor and evaluate ChamberRVA talent retention and internship ecosystem development programs for alignment with regional economic mobility framework – RVA Rising
- Ensure compliance with revenue funding requirements, including tracking milestones, reporting outcomes, and managing budgets.
- Organize and help manage Chamber talent and workforce events including leadership of the Chamber's YRichmond Internship Program and Mission Tomorrow, the region's premier career exploration event for 8thgraders.
- Collaborate with team on social media marketing of workforce/talent programs and events.
- Management and execution of programs, ensuring alignment with funding guidelines and program deliverables.
- Prospect, identify and help secure sponsorship and partnership opportunities to sustain program funding and growth.
- Prepare grant proposals and reports to secure and maintain funding.
- Facilitate relationships with Chamber members, regional employers, educational institutions, and community organizations to support program goals.

- Represent ChamberRVA at events, forums, and meetings to promote workforce/talent initiatives.
- Function as a liaison between ChamberRVA and external partners, fostering collaboration and alignment.
- Collaborates with ChamberRVA staff and assists with other programs as needed.
- Ability to work a flexible schedule, including early mornings and late evenings.
- Other additional and/or alternative duties as assigned.

Desired Qualifications:

- Bachelor's degree or equivalent relevant work experience
- 4+ years of experience in non-profit, business or education program management, or a similar field
- Project management experience
- Demonstrated ability to manage grant-funded programs and generate program revenue through sponsorships or grants
- Budget management and grant compliance proficiency
- Effective communication, organizational, and analytical skills
- Takes initiatives and ownership of program success
- Mentorship of team members and/or stakeholders
- Initiative-taker comfortable building partnerships with external stakeholders
- Competent public speaker comfortable representing and presenting at events, meetings, or forums.
- Effective communication skills, both written and verbal, with attention to detail

This job description may be added to, modified, streamlined, and/or changed at any time to meet the organization's needs.

Salary will be commensurate with experience, but the anticipated hiring range will include base salary of \$55,000 to \$60,000 annually.

Benefits:

ChamberRVA offers health dental and life insurance benefits along with a generous 401k contribution and match program. Full details available upon request. ChamberRVA provides a dynamic and flexible work environment with opportunities for exposure and growth within the RVA business community.

To Apply:

Please submit your resume and a cover letter to HR@chamberrva.com

ChamberRVA is committed to creating an inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Tips: Provide a summary of the role, what success in the position looks like, and how this role fits into the organization overall.