



# POSITION ANNOUNCEMENT

## SENIOR COORDINATOR, CAREER COMPETITION PARTNERSHIPS OFFICE OF BUSINESS PARTNERSHIPS

### ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 10,000 Illinois students and instructors annually with substantial growth expected within the next three years.

### POSITION SUMMARY

The Coordinator of Career Competition Partnerships will be responsible for developing and maintaining partnerships with industry leaders, educational institutions, and other stakeholders to enhance the quality and reach of SkillsUSA Illinois' career competitions. This role involves strategic planning, relationship management, and collaboration with various partners to ensure successful execution of competitions and related events. This position will serve as the Office of Business Partnerships' main liaison to the Office of The Championships, the programmatic management team of the career competitions.

### MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

This position requires previous experience in partnership development with a record of goal driven success. Prior SkillsUSA knowledge/ experiences, career and technical education (CTE) experience, and/or career and technical student organizations (CTSOs) is a plus but not required. A successful applicant must have demonstrated accomplishment in fostering productive relationships with key stakeholders that have translated into successful partnerships. High School Diploma required; bachelor's degree preferred.

This position requires a creative, self-motivated, detail and task-oriented individual, who works independently and well under pressure, and possesses the ability to handle and prioritize multiple tasks while maintaining flexibility and showing initiative. A strong motivation for teamwork and administrative detail is required. This position is responsible to interact with both internal and external customers and possess excellent verbal and written communication and interpersonal skills. Candidates should also have strong presentation skills/background. Must be proficient with a PC or MAC computer and the Microsoft Office Suite. Additional software knowledge a plus.

### ESSENTIAL FUNCTIONS OF THE JOB

*Under the direction of staff, manage the implementation of practices and programs in accordance with the mission and goals of the organization through guidelines outlined.*

#### Partnership Development:

- Identify and engage potential industry partners, educational institutions, and other stakeholders to support SkillsUSA Illinois' mission.
- Cultivate and maintain strong relationships with existing partners.
- Develop sponsorship and collaboration proposals tailored to potential partners' interests and goals.

Communication and Outreach:

- Serve as the donation / needs primary point of contact for partners and stakeholders involved in career competitions.
- Prepare and distribute communications, including updates and reports to partners.
- Represent SkillsUSA Illinois at industry events, conferences, and meetings to promote partnerships and competitions.

Program Development:

- Collaborate with the Office of The Championships to integrate industry insights and requirements into competition guidelines and training programs.
- Assess the effectiveness of competitions and partner engagements, providing recommendations for improvements.

Fundraising and Sponsorship:

- Develop and implement fundraising strategies to secure financial support for competitions.
- Oversee sponsorship agreements and ensure compliance with terms and conditions.

**OTHER JOB DUTIES**

- Significant travel required with this position.
- Maintain flexible working hours, working evenings and weekends as needed.
- Strong computer skills.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

<b>WORK LOCATION:</b>	Headquarters Office (Pekin, Illinois) <i>Remote work for Illinois residents may be considered for this position.</i>
<b>IMMEDIATE SUPERVISOR:</b>	Director, Office of Business Partnerships
<b>SUPERVISORY AUTHORITY:</b>	Related Contractors, Consultants and Volunteers Others as assigned by the Executive Director/Immediate Supervisor
<b>COMPENSATION:</b>	\$60,000 – \$70,000, commensurate with experience. SkillsUSA Illinois current employment benefits: <ul style="list-style-type: none"><li>• Health Insurance Plans</li><li>• Retirement Plan with 3% contribution of salary match.</li></ul>

**Interested applicants should submit a letter of intent and résumé to:**

<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. and the Youth Workforce Development Foundation are an equal opportunity employers. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.