



POSITION ANNOUNCEMENT

SENIOR COORDINATOR 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

This position will play a crucial role in building and expanding partnerships to support the missions of SkillsUSA Illinois and the Youth Workforce Development Foundation. The Youth Workforce Development Foundation is the official foundation of SkillsUSA Illinois and focuses developing and expanding workforce development programs nation-wide. The successful candidate will be responsible for implementing a comprehensive strategy to identify and engage potential corporate partners, sponsors, and donors.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

This position requires previous experience (5+ years) 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

- Implement and execute a comprehensive strategy to identify and engage potential corporate partners, sponsors, and donors.
- Cultivate and steward existing relationships to maximize support and engagement.
- Collaborate with internal teams to align partnership opportunities with organizational goals and initiatives.
- Lead the development of compelling proposals, presentations, and materials to showcase the impact and value of partnership opportunities.
- Manage partnership agreements, ensuring early tracking of deliverables, reporting on compliance, and ensuring fulfillment of commitments.

- Stay informed about industry trends, best practices, and emerging opportunities for partnership development.
- Track and report on key metrics and outcomes to measure the effectiveness of partnership initiatives.
- Represent SkillsUSA Illinois and the Youth Workforce Development Foundation at events, conferences, and networking opportunities to promote partnership opportunities and raise awareness of our mission.
- Collaborate with program services to departments to understand needs and seek financial support to meet the needs outlined.
- Plan to actively attend and provide support at all SkillsUSA Illinois conferences and events, as assigned.

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.

IMMEDIATE SUPERVISOR: Executive Director, SkillsUSA Illinois

SUPERVISORY AUTHORITY: As assigned by the Executive Director/Immediate Supervisor

ANNUAL COMPENSATION: Negotiated performance metric terms.
Typical annual pay of \$60,000 - \$80,000.

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.