



## Talent Development Program Manager

**ORGANIZATION:** The Northeast Ohio Council on Higher Education (NOCHE), a consortium of business leaders and colleges in Northeast Ohio, has promoted the region's colleges and universities and the talent they produce for more than half a century. Its driving mission is to mobilize the region's higher education and business communities for collaborative action to advance the region's growth and development, with a program focus on Talent Development and Advocacy.

**RESPONSIBILITIES:** NOCHE is seeking to hire a creative and energetic Talent Development Program Manager to manage and execute NOCHE's talent development initiatives, including its regional internship program, NEOintern. Responsibilities will include, but are not limited to, the following:

- Expanding NEOintern through targeted marketing/outreach to college students and employers.
- Coordinating communications, including the production of promotional materials and significant work with social media marketing.
- Handling daily operations for NEOintern, including database management and grant requirements.
- Advancing relationships with stakeholders, including career services representatives, college faculty/staff, students, nonprofit/economic development organizations and businesses.
- Identifying, evaluating and implementing revenue producing opportunities.
- Supervising program assistants and/or interns as appropriate.

**QUALIFICATIONS:** Bachelor's degree required. Minimum of 3 years' experience and demonstrated accomplishments in program management involving multiple stakeholders required, accomplishments in higher education and/or business communities are a plus. Experience in human resources and/or marketing is preferred. Candidates need to be able to work effectively in complex and changing environments. Expertise with Microsoft Office, database software and social media communications needed. Regional travel will be required.

**SALARY:** This is a full-time position with health insurance and retirement benefits. The salary is anticipated to be in the \$40,000-\$45,000 range, commensurate with experience.

**DEADLINE:** February 5, 2010

**HOW TO APPLY:** Send a cover letter (including salary requirements), resume, brief writing sample and references to [hr@noche.org](mailto:hr@noche.org) (subject line: Talent Development Program Manager Search).

Candidates may also mail applications to the following address: Talent Development Program Manager Search, NOCHE, 1422 Euclid Avenue, Suite 840, Cleveland, OH 44115. No phone calls or faxes please.

