



North Lawndale Employment Network

creating a community that works

Position: Business Solutions Manager
Reports to: Director of Placement and Belonging
Status: Exempt
Hours: Full-Time / Maximum of 40 hours per week
Hours of Operations: Mon-Fri 9am-5pm/Some evenings and weekends, as needed.

Organizational Description. North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

Our Mission. To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

Opportunity. The Business Solutions Manager is a key leadership role responsible for developing and managing relationships with corporate partners to create a robust job pipeline for NLEN clients. This is a demand driven, external facing position focused on aligning employer needs with the skills of job seekers, driving workforce initiatives that enhance work ethic, employment opportunities and retention services to reduce the cost of turnover, to support business growth.

Key Responsibilities:

Employer Engagement and Relationship Management

- Cultivate and maintain strategic partnerships with local and regional employers to identify hiring needs and develop tailored workforce solutions.
- Serve as the primary liaison for employer relations, ensuring a deep understanding of the business landscape and workforce requirements.
- Conduct market research to identify potential employer partners and assess their hiring practices and workforce needs.
- Develop and implement targeted outreach strategies to engage prospective employers through various channels, including networking events, industry conferences, and direct communications.

Job Development and Workforce Strategy

- Design and execute employer engagement strategies aimed at creating job opportunities and increasing placement rates for NLEN participants.



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- Collaborate with internal teams to develop workforce solutions that align with employer needs, including customized training programs and skill development initiatives.
- Monitor industry trends and labor market shifts to proactively address the evolving needs of employers and inform program offerings.

Data Management and Performance Reporting

- Support the preparation and ensure accuracy of job placement data and retention for grant applications and reports.
- Utilize Salesforce and other tools to document employer interactions, track partnership outcomes, and analyze workforce data to inform strategy.
- Develop performance metrics to evaluate the effectiveness of employer partnerships and workforce initiatives, reporting findings to senior leadership.
- Ensure compliance with contractual obligations related to employer partnerships and job placements.

Collaboration and Team Leadership

- Work closely with the Director of Placement and Belonging and other key stakeholders to align organizational goals with employer engagement efforts.
- Lead cross-functional teams in the development of innovative solutions that address employer challenges in recruitment and retention.
- Represent NLEN at business forums, community meetings, and industry events to advocate for workforce development and promote partnership opportunities.

Qualifications:

- Bachelor's degree in Business Administration, Human Resources, Public Relations. A masters degree is not required, but highly preferred.
- 5-7 years of experience in corporate relations, business development, or workforce development, with a strong focus on employer engagement.
- Proven track record of building and managing relationships with corporate partners and stakeholders.
- Strong analytical skills, with experience in data-driven decision-making and performance metrics.



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- Proficiency in utilizing CRM systems, including Salesforce, for managing business relationships and tracking outcomes.
- Experience working within a nonprofit environment is a plus, with an understanding of workforce development challenges and opportunities.
- Demonstrate a strategic mindset and the ability to foster business relationships effectively.
- Manage time efficiently and prioritize tasks in a fast-paced environment.
- Communicate persuasively in both written and verbal formats to diverse audiences.
- Collaborate seamlessly with internal and external stakeholders to drive results.