



JOB TITLE: NextGEN and Workforce Development Manager
REPORTS TO: Chief Operating Officer

BASIC FUNCTION:

The NextGEN and Workforce Development Manager is responsible for the membership, activities, and growth of the Billings' NextGEN young professional's network and the Billings Chamber's workforce development programs and initiatives. Oversight of NextGEN member and volunteer recruitment to foster relationships among young professionals, age 21 to 40, to develop business opportunities, support civic involvement, and promote an overall investment in the future of our community. Through communicating the value of NextGEN membership and engagement to Chamber members this position helps to increase workforce retention and develop a stronger workforce of the future. Provide opportunities for emerging professionals to grow their professional network, develop business opportunities, support civic involvement, and promote an overall investment into our community. Future growth opportunity exists to manage the Chamber's Diversity & Inclusion Network within the first 12-18 months of employment.

DUTIES AND RESPONSIBILITIES:

- Ensure program success through diverse and engaged membership, consistent program sponsorship and regular reporting to chamber membership on opportunities to get involved.
- Implement and routinely review Billings' NextGEN communications including social media, website, event development and promotion.
- Lead NextGEN Leadership Team, oversee all action teams. Develop leaders to serve in these roles as needed.
- Leverage existing and develop new relationships to grow and enhance the NextGEN network.
- Conduct recruitment presentations and educational sessions for small and large groups.
- Represent NextGEN at community events and activities.
- Actively support and incorporate Chamber strategic priorities into the NextGEN network and engage NextGEN in Chamber initiatives.
- Respect the value of, and actively participate in NextGEN programs and activities.
- Willing and able to work early morning, evening and weekends as needed to facilitate NextGEN programs, meetings and events.

BILLINGS NEXTGEN:

- Attend NextGEN Leadership Team and act as staff liaison to Action Teams.
- Conduct presentations and educational sessions for small and large groups.
- Represent NextGEN at community events and activities.
- Actively recruit, coordinate and engage volunteers.

COMMUNICATIONS

- Oversee all Billings’ NextGEN communications including, but not limited to, social media, website, event development and promotion.

WORKFORCE DEVELOPMENT

- Serve as liaison to the BillingsWorks Steering Committee.
- Support early childhood development and childcare in the community.
- Support workforce development initiatives for students through higher education institutions as well as Billings Public Schools and others.
- Manage the Chamber’s Diversity & Inclusion Network (anticipated 2nd quarter FY23)

GENERAL DUTIES AND RESPONSIBILITIES

- Actively participate in Chamber events and activities as needed.
- Maintain a high level of integrity. Serve as a role model for students, emerging leaders, and young professionals.
- Other duties as assigned.

ANNUAL ACCOUNTABILITY MEASURES:

- NextGEN Membership growth from 175 to 225 members by the end of FY22.
- Grow sponsorship and overall revenue to be able to sustain and grow the program.
- By the end of FY22 develop the knowledge base to support and/or lead the Chamber’s diversity, equity and inclusion initiative.

QUALIFICATIONS:

Four-year college degree in leadership development, Business, Communications, Marketing, Public Relations, or related field. Must have a proven successful communications and management background. The successful manager will possess strong organizational skills, balance co-occurring activities, guide volunteers to goal completion, and exhibit the leadership qualities that keep a project on target.

TEAM PROMISE:

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| Team Promise | The Billings Chamber, Visit Billings and Visit Southeast Montana are committed to moving our community forward. As a staff, our Team Promise is to passionately deliver each of these values to our community and our members... Always: WOW Factor; Innovation; Knowledge; Integrity; Leadership; Laughter! |
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POSITION SPECIFICATIONS:

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| Reports to: | Chief Operating Officer |
| Classification/Hours: | Exempt, full-time |
| Benefits: | Medical, dental, life and long-term disability insurance; flex program, paid vacation and sick leave, holidays, 401(k) |

APPLICATION PROCESS:

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| Required Materials: | Cover letter, resume, three professional references |
| Send to: | Human Resources PO Box 31177, Billings, MT 59107 jennifer@billingschamber.com |