



Employer Partnership Manager	
FLSA Status: Full-Time, Exempt	Reports To: Greater Houston Opportunity Youth Collaborative (GHOYC) Managing Director

Introduction

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nonprofit management support organization fostering innovative collaboration through a diverse network of 71 nonprofit and community organizations to advance community-wide solutions through collaboration to strengthen the social safety net in Harris, Fort Bend, Waller, Brazoria, Galveston, and Montgomery Counties. ACAM's 16 Core Partners are public charities that share "assisting those in crisis" as a central part of their missions and are uniquely positioned to identify, engage, and provide critical services to at-risk families. They collectively serve over 500,000 individuals annually with more than 10.5 million units of 176 unique services and have established reputations as leaders in providing exemplary and compassionate services. ACAM assists network partners through high-impact collaboration, training, and management support services as they provide opportunities for families and individuals to meet and rise above their basic needs.

ACAM acts as the coordinating agency for the Greater Houston Opportunity Youth Collaborative (GHOYC), a regional coordinated effort working to create positive outcomes for young adults disconnected from education and career pathways (opportunity youth). GHOYC supports, strengthens, and highlights the work of youth serving agencies to foster collaboration and systemic change by:

- Scaling career and educational pathways for young adults 16-24 years old who are neither working nor in school
- Convening stakeholders with the goal of coordinating and connecting services
- Raising awareness of the issue of young adult disconnection and solutions underway, and
- Elevating the voice and experiences of young adults to expand access to and improve services.

Position Summary

Under the direction of the Greater Houston Opportunity Youth Collaborative Managing Director, the Employer Partnership Manager will cultivate and steward relationships with employers and industry leaders to increase employment placements for opportunity youth across the Greater Houston Region. This position will optimize the integration of employers into GHOYC reconnection initiatives by developing new partnerships and oversee the expansion and execution of employer partnership strategies.

The ideal candidate has a belief in the resilience of young adults, strong administrative skills, attention to detail, and experience facilitating continuous collaboration with partners to ensure that both entities benefit from the relationship.

Essential Job Functions

- Identify and cultivate relationships with and between employers, industry and sector leaders, education agencies, and direct service providers to partner in GHGYC re-engagement initiatives and wider ACAM programming.
- Formalize partnerships through establishment and execution of MOUs outlining expectations and responsibilities of being a partner with GHGYC/ACAM.
- Foster business relationships, seek to understand and overcome client and employer barriers, establish a system for job linkage, and work with staffing agencies and partner organizations to increase employment opportunities for clients.
- Research, develop, and implement training and technical assistance on hiring and retaining opportunity youth as employees.
- Formulate and implement processes, procedures and systems for tracking, analyzing, and reporting on employer partnerships, impact, and lessons learned.
- Assist in completing grant applications and reports as needed.
- Assist in meeting public and private grant deliverables across ACAM programming.
- Produce presentations and reports that communicate GHGYC/ACAM's employer relations impact to all relevant stakeholders, funders, and nonprofit organizations.
- Represent the GHGYC/ACAM Network at Community Education & Outreach opportunities.
- Work under the direction of the GHGYC Managing Director to identify, budget, plan, and implement programs.
- Other programmatic and operating duties as assigned - this could include helping with fund raising, recruiting and coordinating event volunteers, providing education and other forms of assistance.

Education/Training

- Bachelor's degree required; Masters preferred
- 4+ years of experience in strategic communications, employer/partner relations, or related work

Experience and Qualifications

- Advanced Microsoft Office (Word, Excel, PowerPoint) skills
- Detail oriented with excellent verbal, written, and interpersonal skills
- Experienced group facilitator
- Ability to develop overarching strategies that can be translated into actionable work with direct service partners
- Ability to network, develop, and maintain nuanced partnerships and experience in developing cross-sector collaborations
- Experience in collection and documentation of program data; use of data to drive improvements and generate insights
- Experience working in collaborative environments and a commitment to improving conditions for economically disadvantaged youth and communities of color
- Public/private grant writing experience preferred
- Knowledge of regional employment landscape and business industries preferred

Compensation

- \$75,000-\$83,000 annually
- Medical, dental, vision plans; SEP-IRA retirement plan after six months. Paid holidays and PTO.

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Candidates must successfully pass a comprehensive pre-employment background check.

Interested candidates should send a résumé, cover letter and two writing samples for consideration to Adriana Wilson, GHOYC Managing Director at awilson@acamweb.org.