



## Vice President of Corporate Engagement

**Program:** Holy Family Institute

**Reports to:** President of Holy Family Institute

**Hours:** 40 hours, Monday- Friday, flexibility on some evenings due to events.

**Location:** Main Campus

**HFI Mission Duties:** <https://www.hfi-pgh.org/>

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

This leader will represent Holy Family Institute and Nazareth Prep to Pittsburgh's corporate community for the purpose of securing high school student internships, and post-secondary job training and placement. The incumbent will collaborate and coordinate with the Executive Vice President for Philanthropy, the leadership team at Nazareth Prep, and other Holy Family Institute program Directors. This individual will report to the President of Holy Family Institute and oversee the Nazareth Prep internship staff, including the Business Development and Operations Managers.

The Vice President of Corporate Engagement will understand, appreciate, and advocate for equity in education, employment, and compensation. This person will be a Spokesperson for the organization when it comes to Diversity, Equity, and Inclusion; be a Cheerleader for the students and youth we serve; and be the Customer Service Representative for the companies that support our Mission.

### **Responsibilities:**

- Grow and maintain corporate relationships and internship placements to meet annual revenue goals year over year.
- Attend and host appropriate networking and business development events in the business community.

- Become a subject matter expert when it comes to trends in pre-employment education, apprenticeships, and state and federal funding opportunities.
- Cultivate relationships with C-suite executives to expand support to ancillary opportunities such as the annual golf outing and Courage House luncheon with the Steelers.
- Develop relationships with representatives from the skilled trades and crafts (union and non-union) industries.
- Occasionally interact with students and workplace representatives when it benefits the corporate relationship.
- Monitor the market for changes and risks that may adversely impact workforce development performance or the attainment of goals (i.e., companies entering or exiting the market, changes in leadership, changes in ownership, etc.).
- Adhere to other requests as indicated by supervisor.

### **Required Work Experience**

- 7-10 years in workforce development, secondary or higher education, or high-level business to business sales or customer service.
- Supervisory experience required.
- Demonstrated expertise with Microsoft Office software.
- Excellent interpersonal, public speaking, and written communication skills.
- High tolerance for ambiguity and redirection.

### **Required Education and Clearances**

- Bachelor's degree required, MBA or other Advanced Degree Preferred
- Must have Act 33/34 and FBI clearances and driver's license
- Must be able to pass a pre-employment drug screen

### **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

### **Holy Family Institute is an Equal Opportunity Employer**