



Capital Workforce Partners(CWP)is seeking a full-time **New Business Account Lead** to serve as our frontline ambassador to the business community and primary point of contact for major new business customers. The incumbent will help businesses bridge the gap between broad understanding of workforce development and the specific programs and resources offered by CWP, its contractors, and its partners. The New Business Account lead will identify potential business partners/customers and facilitate their engagement with CWP in all phases (introduction, service coordination, retention, re-engagement).

Why might you want to join us?

CWP is a \$26M non-profit organization. As the state's regional Workforce Development Board in North Central Connecticut, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in opportunity youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

What will the New Business Account Lead do?

The New Business Account Lead will introduce new businesses to CWP and the workforce development system in North-Central Connecticut with the goal of creating and coordinating implementation of service plans. This task involves relationship building with new businesses and connecting these prospects with internal and external resources.

The incumbent also will be expected to remain current on available workforce development programs, public and private business resources, as well as best practices in business engagement. The New Business Account Lead will represent CWP in a variety of public forums and business events. All employer contacts, services, and activities will be tracked with the Efforts to Outcomes (ETO) software.

This job could be for you, if you possess:

- Experience in, or knowledge of, employment, training, job placement, job development, and workforce development programs
- Entrepreneurial exposure
- Computer literacy with Microsoft applications
- Excellent interpersonal, oral and written communication skills
- Experience in training and/or outreach activities
- Experience in composing written/oral presentations and reports using both data and narrative sources
- Ability to work with and engage diverse audiences
- Experience in sales or making “cold calls” to employers

In addition:

- Bachelor’s degree in Business or a related field
- Five (5) years of work experience in workforce development or business administration
- Position requires significant local travel and occasional regional/national travel; incumbent will be required to travel to various locations in the North Central CT region
- Must have reliable transportation, current motor vehicle driver’s license, and auto insurance

Are we talking about you?

If so, please send your resume, salary requirement and cover letter as soon as possible, but not later than **Friday, January 19, 2018**. Applications may be reviewed on a rolling basis prior to closing date. Submissions should be directed to:

Capital Workforce Partners
Human Resources Department
One Union Place 3rd Floor
Hartford, CT 06103
Email: HR@capitalworkforce.org

We offer a competitive salary and benefits package. Capital Workforce Partners is an Equal Opportunity Employer M/F/D/V committed to a diverse work force. Please visit our website: <http://www.capitalworkforce.org/>