



## Vice President of Employment JOB DESCRIPTION

### OVERVIEW

Reporting to the Executive Director, the Vice President of Employment will have overall responsibility for aligning the strengths and priorities of employer's, job seeking Veterans, spouses, and NCServes employment providers. She/He will accomplish this by implementing a strategy of shaping relationships, operationally executing engagement between groups, and oversight of the tactical execution of Veteran and spouse employment opportunities. The VP of Employment will partner closely with all members of VBH to create an integrated strategy focused on employment outcomes. Operating in a matrixed-collaborative environment, the VP of Employment will partner closely with both employment partners and non-profit employment provider partners. The VP of Employment will leverage the VBH Board of Directors and the Executive Leadership to increase employer relationships and non-profit employment provider partners' impact. The VP of Employment will also utilize a [Collective Impact approach](#) to address the complexity of Veteran employment challenges. She/He will do this by enabling the five (5) conditions necessary for Collective Impact success, 1) develop a common agenda, 2) ensure continuous communication, 3) facilitate mutually reinforcing activities, 4) establish shared measurement, and 5) grow a sustainable and strong backbone through key partnerships. Finally, work alongside the VBH Advancement Department, identify and engage corporate & public partners who have capacity for and interest in investing in successful Veteran & Spouse employment outcomes.

### PRIMARY RESPONSIBILITIES

- Provide strategic and tactical leadership for the alignment of employer's, job seeking Veterans, spouses and employment providers
- Create a Team environment with all members of VBH, leading Employment related outcomes and expertise
- Engage and build strong relationships with employers, staffing agencies and non-profit employment provider partners
- Assess and educate employment providers to create a strong understanding of Veteran/spouse capabilities as employees
- Act as a thought leader, convener, & facilitator for the Veteran/spouse employment continuum – recruit, hire, onboard and retention, across the Carolinas
- Plan and execute recurring employer and employment provider education & networking events; with in-person & virtual capabilities and venues (e.g., Monthly Employer breakfasts, quarterly SHRM Workshops)
- Conduct 1 large Annual Veteran-spouse hiring event (300+ participants)
- Conduct 3 Quarterly smaller hiring Events (50-100 participants)
- Lead the Collective Impact effort addressing Veteran employment through the development of strong and sustainable partnerships and adoption of a governance framework
- Build a relationship management plan to include a schedule cadence for each strategic employer and provider, according to the needs of each market (Charlotte, Triad, Triangle, Fayetteville)
- Utilize multiple communication platforms (e.g. social media, Constant Contact) to create greater education, awareness, and understanding of VBH's Veteran employment capabilities and priorities

- Constantly assess the effectiveness of the Employment program and use real-time feedback to make process improvements, through measurement & evaluation of the 5 conditions of Collective Impact; 1) event attendance, 2) feedback surveys, 3) communications measurements, and ultimately 4) hiring and 5) retention outcomes
- Identify and maintain key metrics to assess the effectiveness of the hiring efforts (e.g., # hired, # of interviews, resumes reviewed, etc.)
- Coach and assist Veterans/spouses in their job search
- Present to VBH Board of Directors on the effectiveness and strategy of employment programs as required
- Be conscious and intentional in working with diversity and inclusion partners while ensuring outcomes in this work are deliberately addressing the challenges associated with economic mobility and racial justice

#### **ADDITIONAL RESPONSIBILITIES**

- Build credible relationships with military personnel, Veterans, their families and service providers
- Seeks supervision and takes initiative in process improvement and sustainability strategies
- Participate in Leadership and Team Meetings
- Perform other duties as assigned

#### **QUALIFICATIONS**

- U.S. Military Veteran or Spouse; with first-hand experience in military and transition
- Bachelor's degree required with a master's degree being preferred
- Strong executive presence
- Strong relationship management skills with confidence, energy, and poise to work with all levels/positions of internal team members and external clients
- Excellent project management and planning skills
- Ability to operate in an ambiguous environment with a strong sense of urgency
- A strong desire and passion to assist Veterans
- Experienced in developing recruitment strategies and processes
- Exceptional verbal and written communication skills
- Excellent facilitation/coaching skills
- Strong customer experience/influencing skills
- Strong analytics capability with a demonstrated understanding of how data translates to influencing business decisions
- Strong collaboration and problem-solving skills
- Knowledge of web-based applicant tracking systems
- Experience in a corporate talent acquisition environment preferred

#### **SALARY AND BENEFITS**

- This is a full-time exempt position.
- Compensation will be determined based on education and experience.
- Benefits include Healthcare stipend, 401K Match and 20 days of PTO

\*To apply, send cover letter and resume to [careers@veteransbridgehome.org](mailto:careers@veteransbridgehome.org)