



Position Description

Neighbors, Inc. is a non-profit, social-service agency with 50+ years of experience serving Dakota County and surrounding communities with high dignity basic needs services (Hunger Relief, Clothing and Community Resources) and most recently Financial Empowerment services were launched to help lift communities out of poverty. With the tremendous support of over 400+ active volunteers and 22 staff, Neighbors is a pillar of support and unity in our community and is well known as a place for individuals to turn to for help. We focus on meeting immediate needs while empowering individuals to move towards self-sufficiency.

Our Mission:

Neighbors helping neighbors build stability to increase opportunity and well-being.

Job Title: Job Developer
Classification: Non-Exempt, Fulltime
Hiring Range: \$62,000 - \$65,000 Annually

Position Overview:

The Job Developer develops and maintains partnerships with employers to facilitate job placements offering family-sustaining wages and benefits with a core focus on identified High Demand industries. The role requires ongoing collaboration with employer partners, community colleges and other relevant organizations to create and ensure effective service delivery. Additionally, in collaboration with the Financial Empowerment team, the position includes providing employment preparation to clients, addressing barriers to job retention, and coordinating with internal staff to integrate services and support programmatic success. The ideal candidate will have proven experience in job development, strong analytical and project management skills, and the ability to use data-driven insights to improve program effectiveness.

Supervised by: Director of Community Partnerships

Essential Job Functions:

Partnership Development — 75%

- In collaboration with the Director of Community Partnerships and Financial Empowerment Center Manager, implement a job development strategy leading to job placements offering family sustaining wages with benefits in identified high demand industries (including but not limited to Healthcare, IT, Trades/Construction, Transportation and Manufacturing).
- Develop and execute a robust strategy to employment partnership development and maintenance.
- Consistently meet weekly one-on-one with local employers.
- Represent Neighbors, Inc. in professional networking settings.



- Develop a strong understanding of certifications and industry recognized credential training pathways that lead to family sustaining career placements in identified high demand industries.
- Work in collaboration with the Director of Community Partnerships and Financial Empowerment Center Manager to build relationships and pathways with community colleges and approved training providers.
- Foster strong relationships with employers, ensuring that both employer needs are met and matched with the interest and skills of clients.
- Maintain ongoing contact with employers to develop job leads.
- Evaluate performance of partnership strategy factoring in alignment to training sector.

Client Services — 10%

- Match client employment goals, skills, interests, income requirements, transportation, and other relevant factors with employer partner job opportunities.
- Provide employment preparation to members, both individually and in groups, on topics such as interviewing techniques, resume development, application preparation, American work culture, etc.
- In collaboration with the Financial Empowerment team, assist employers and clients with barriers to job retention.
- Provide job placement services to clients.

Internal Collaboration — 15%

- In tandem with the Financial Empowerment Center Manager and staff, ensure that strong retention services are in place including 90 days after employment and long-term follow-up after 1 year of employment.
- The Job Developer is a core member of the Financial Empowerment Team and works in strong collaboration with the Program Director, Manager, Coaches and support staff.
- Work in collaboration with the Financial Empowerment Center Manager and Volunteer Manager to support successful volunteerism such as business leads, resume review, mock interviewing, etc.
- Collaborate internally with other Neighbors, Inc. staff.
- Ensuring integrated services to further Neighbors, Inc. programmatic success.
- Coordinate and collaborate with relevant Neighbors, Inc. staff, and outside partners/employers to ensure effective and streamlined services and delivery.

Job Qualification

Minimum:

- Proven experience developing and maintaining partnerships with employers and meeting program and fiscal goals.
- Bachelor's degree.



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- 2 to 4 years of relevant experience.
- Demonstrably equivalent combination of experience and education may be considered.

Preferred:

- Proven familiarity with local and surrounding community.
- Knowledge of the non-profit workforce sector and contract objectives.
- Salesforce, Apricot, Workforce One or other CRM database experience.
- Bilingual: Spanish/English.

Knowledge, Skills and Abilities:

- Experience and proven results in effective job development strategies related to high demand industries.
- Knowledge and experience with certificate and credential training sectors in high demand industries.
- Self-Starter and ability to work independently as well as part of a team.
- Demonstrated experience in all facets of employment placement assistance, including resume preparation, interviewing, business expectations, and high demand industries.
- Conduct effective employer partnership development.
- Interact effectively with a variety of staff, volunteers, and members of the community.
- Ability to use data-driven insights to inform continuous improvement of workforce related programs.
- Thorough understanding of best practices in workforce development and career training programs.
- Strong analytical skills with the ability to collect, interpret, and utilize data to improve program effectiveness and participant outcomes.
- Superior project management and organizational skills.
- Exceptional verbal and written communication skills with the ability to effectively communicate with staff, participants, stakeholders, and funders.
- Ability to prioritize tasks and work independently and as a team member.
- Proficient with Microsoft Office products.
- Demonstrate a collaborative approach to problem solving.
- Able to be discreet and manage confidential information.

Physical Requirements:

- Ability to sit at a desk for extended periods.

Additional Information:

- Other duties as assigned.
- Eligible for employment in the United States.
- Periodically able to work evenings and weekends.
- Pass criminal, credit and vehicular background checks.



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- Must have access to reliable transportation.

This job description is a good-faith representation of what the job entails and is subject to change.

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to age, race, color, religion, disability, marital status, national origin, sex, gender identity, sexual orientation, familial status, genetic information or a protected veteran's status.

To apply please send resume and cover letter to andrew@neighborsmn.org. Review of applications will continue until the position is filled.