

Project Director, Workforce Team, Hope Street Group

Position Summary

As a rapidly growing, entrepreneurial organization that aims to improve social systems, Hope Street Group is seeking an experienced professional who is passionate about the organization's mission and initiatives. This position will work on the Workforce team and play a critical leadership role in (1) developing relationships with key workforce partners, (2) identifying and forging opportunities for collaboration amongst workforce partners, (3) staying on top of the latest thinking and trends in the workforce space, (4) provide guidance and strategic consulting to our partners on how to improve the workforce system, and (5) represent the organization in speaking engagements and to external parties.

Responsibilities

As a full-time Project Director, you will report to the Vice President of Programs & Services and work on the Workforce team and, when appropriate, other Hope Street Group staff. This position's work will focus on the Retail industry. Key responsibilities include but are not limited to the following:

- *Develop Relationships*
 - Create strong relationships with our key workforce partners by conducting interviews, hosting meetings, etc.
 - Become a strategic, trusted partner to our key partners
- *Identify and Forge Opportunities for Collaboration*
 - Build a strong understanding of our partners' core assets and capabilities to understand how we and they can best work together
 - Serve as a facilitator and convener to our partners and suggest opportunities for collaboration to further our shared goal of a more effective workforce system
- *Research and Thought Leadership*
 - Stay up-to-date on the latest research, thinking and trends in the workforce space
 - Develop summaries and synthesis on the latest research and thinking
 - Contribute to thought leadership in the workforce space
- *Provide Guidance and Strategic Consulting*
 - Provide fact-based advice and guidance to our key partners on actions to drive system change in the workforce space.
- *Organizational Representation*
 - Represent the organization externally (e.g., conferences, speaking engagements, meetings with partners, funders, etc.)

Qualifications

- BA in related field
- 5-10 years of relevant work experience
 - Experience in workforce development and consulting preferred
- Strong work ethic and willingness to serve a range of duties
- Keen attention to detail, ability to multi-task, perform analysis and meet deadlines
- Strategic thinker and problem solver
- Excellent research and writing capabilities
- Excellent facilitation and communications skills
- Strong public speaker and ability to represent organization externally
- Comfortable working in a fast-paced, virtual, deadline oriented, dynamic environment with multiple ongoing responsibilities, and very high expectations for quality of work



- Self-motivated, driven professional able to deliver in virtual environment
- Comfort with ambiguity
- Collaborative team player, great listener and ability to work with diverse groups of people
- Passion for public service and the Hope Street Group mission that will drive interest and commitment to our collaborative social impact model
- Willingness and ability to travel up to 50% of the time with both long-term and short-term notice

About Hope Street Group

Founded in 2001, Hope Street Group is a national nonpartisan, nonprofit organization dedicated to expanding economic opportunity. Our mission is to ensure every American will have access to tools and options leading to economic opportunity and prosperity. We believe the key drivers of economic opportunity and prosperity are education, jobs and health so we focus on optimizing those social systems by designing blueprints for change.

Work Environment

Hope Street Group is a virtual organization and we expect applicants to maintain their own physical workspaces. We conduct staff and contributor business from locations across the United States; however, it is preferable for this position to be in Washington, D.C., where we do offer a shared working space. Hope Street Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status, or sexual orientation. We are unable to sponsor work visas for this project.

Compensation and position duration

This is a full time position. Hope Street Group offers a competitive salary based on experience with vacation, sick days, health care, dental, and optional 403(b) plan.

To Apply

Submit a cover letter, resume, references, and salary requirements to careers@hopestreetgroup.org. Please highlight relevant experience. No phone calls please.