

Job Description

Job Title:	Senior Director, Career Development
FLSA Status:	Full-time/Exempt
Department:	Member Development
Reports To:	VP, Member Development
Location:	Rung St. Louis
Schedule:	Varies; will include occasional evenings and weekends
Salary Range:	\$70,000 – 95,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

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Position summary: We're looking for someone who has a passion for helping women enter and succeed in non-traditional careers. This position leads the strategic development, execution, and success of Rung's comprehensive workforce training services across multiple career pathways. If you enjoy driving toward results by engaging the commitment and buy-in of others, have deep knowledge of effective workforce development services, and have a self-confident style that can enliven, engage, and positively impact both individuals and groups, then this is the right position for you.

How you'll help Rung achieve our vision: The Sr. Director, Career Development is responsible for leading the continued development and management of Rung's career services for our Members and employer partners. This position is responsible for ensuring our Members have access to a robust pipeline of job opportunities, and the right skills, knowledge, and coaching support to succeed in their career.

What you will do:

Manage & Supervise Career Development Team

- Lead and align a high-performing team responsible for Member career exploration, advisement, coaching, and development of professional and job-related skills.
- Develop an efficient and effective team, who consistently meet/exceed their GROW goals and provide exceptional services to Members
- Champion staff development, career pathway training opportunities, and performance management.
- Work with VP, Member Development to develop, track, and manage annual budget and goals
- Hire, train, and provide coaching and supervisory support to team Members
- Cultivate a positive and collaborative workplace culture that promotes teamwork, trust, transparency, accountability, and values diversity, equity, and inclusion.

Manage Employer Partner Relationships

- Serve as primary contact with Rung's employer partners to implement activities outlined in Rung's Employer Partner Agreement
- Work with employer partners to identify current and future skillsets job candidates need
- Contact employer partners to periodically assess Member job performance and identify potential retention supports needed
- Maintain knowledge of employer partners' current and future hiring needs and training practices
- Position Rung Members as job candidates of choice with employer partners
- Support Rung's innovative and strategic workforce development strategies and policies
- Reinforce employer partners understanding of Rung's technical assistance around woman-friendly policies/practices
- Represent Rung in appropriate organizations and events in the community

Ensure Quality Execution of Career Development Services

- Collaborate with the Director, Learning & Instructional Design to oversee the implementation of appropriate training supports to provide Members with the right skills and knowledge to succeed in their career
- Work with career and training development team to develop training and professional growth

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- opportunities
- Collaborate across departments to ensure achievement of team, department, and organizational goals
- Working closely with the Member Development team, establish, track, and learn from Member outcomes, making programmatic adjustments as necessary and appropriate

What you need to bring us:

- Passion for Rung’s vision and mission
- Extensive experience in career training/workforce development
- Deep understanding of non-traditional careers for women and occupational segregation
- Previous experience leading diverse teams that consistently achieve results
- Previous experience in managing external employer partnerships
- Demonstrated experience in working with individuals from diverse backgrounds
- Sincere appreciation for people and how each is uniquely motivated
- Skill in successfully influencing/persuading others
- Ability to effectively delegate
- Self-confident, extroverted style that can enliven, engage, and positively impact individuals and groups
- Ability to manage multiple competing priorities and a dynamic environment
- Collaborative decision-making style
- Strong commitment to results
- Proficiency with Microsoft Office products
- Familiarity with CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee’s annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual

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orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on March 31, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/SrDirCareerDevelopment>

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