



North Lawndale Employment Network

creating a community that works

Position:	Manager of Business Solutions
Reports to:	Chief Impact & Innovation Officer
Status:	Exempt
Hours:	Full-Time / Maximum of 40 hours per week
Hours of Operations:	Mon-Fri 9am-5pm/Some evenings and weekends, as needed
Salary:	\$75,000-\$80,000 / annually

Organizational Description. North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

Our Mission. To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

Opportunity. The Manager of Business Solutions is a senior leadership role responsible for developing and managing key relationships with corporate partners to create a robust job pipeline for NLEN clients. This position is critical to our mission of reducing unemployment in North Lawndale, focusing on aligning employer needs with the skills of job seekers. The role drives workforce initiatives that improve work ethic, enhance employment opportunities, and provide retention services to reduce turnover costs, supporting long-term business growth.

Key Responsibilities:

Employer Engagement and Relationship Management

- Cultivate and maintain strategic partnerships with local and regional employers to identify hiring needs and develop tailored workforce solutions that support our placement goals.
- Serve as the primary liaison for employer relations, ensuring a deep understanding of the business landscape and workforce requirements.
- Conduct local market research to identify potential employer partners and assess their hiring practices and workforce needs.
- Develop and implement targeted outreach strategies, including networking events, industry conferences, and direct communications, to engage employers in our mission.

Job Development and Workforce Strategy

- Lead the design and execution of employer engagement strategies to create job opportunities, ultimately contributing to the placement of 328 clients in unsubsidized employment annually.



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- Collaborate with internal teams to develop workforce solutions aligned with employer needs, including customized training programs and skill development initiatives.
- Monitor national industry trends and labor market shifts to proactively address evolving employer needs, ensuring our workforce solutions are responsive and impactful.

Data Management and Performance Reporting

- Utilize Salesforce and other tools to document employer interactions, track outcomes, and analyze workforce data to inform strategy and ensure alignment with placement goals.
- Develop performance metrics to evaluate the effectiveness of employer partnerships and workforce initiatives, reporting outcomes to senior leadership.
- Ensure compliance with contractual obligations related to employer partnerships and job placements.

Collaboration and Team Leadership

- Work closely with the Director of Placement and Belonging and other senior leaders to align organizational goals with employer engagement efforts.
- Lead cross-functional teams in developing innovative solutions to address employer challenges in recruitment and retention.
- Represent NLEN at business forums, community meetings, and industry events, advocating for workforce development and promoting partnership opportunities.

Professional Qualifications

NLEN seeks candidates who:

- Demonstrate a strategic mindset and the ability to effectively manage and build business relationships.
- Have a proven ability to meet ambitious placement goals, such as our target of placing 328 clients annually in unsubsidized employment.
- Possess strong communication skills, both written and verbal, and can persuasively engage with diverse stakeholders.
- Can work in a senior leadership capacity, collaborating with internal and external teams to drive results.
- Embody NLEN's mission and values in all professional interactions.

Education and Experience Requirements

- Bachelor's degree in Business Administration, Human Resources, Public Relations, or a related field from an accredited institution.
- 5-7 years of senior-level experience in corporate relations, business development, or workforce development, with a focus on employer engagement.
- Proven track record of building and managing relationships with corporate partners and stakeholders.



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- Strong analytical skills, with experience in data-driven decision-making and performance metrics.
- Proficiency in CRM systems, particularly Salesforce, to manage business relationships and track outcomes.
- Experience in a nonprofit environment is a plus, with an understanding of workforce development challenges and opportunities.

NLEN Core Values

Neighborhood-focused employment initiatives are fundamental.

Successful programs are neighborhood-focused and community-driven, so they meet the specific needs of individuals.

Quality of work matters.

People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

Economic mobility is essential to reducing poverty.

Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionately affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

We must address the racial wealth gap and social inequality.

The United States' history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits as well as other implicitly and explicitly racist public policies.

Everyone deserves human dignity and empowerment.

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.