



BUSINESS DEVELOPER

Organization: Aerospace Machinist Joint Training Committee (AMJTC)

Location: 6770 E. Marginal Way South Bldg. A-106 Seattle, WA 98108

Position Type: Full-Time

Supervisor: Director of Apprenticeship and Business Development (DABD)

Application Deadline: 5:00 p.m., June 30, 2016

Job Description:

The Business Developer (BD) will report directly (solid line) to the Director of Apprenticeship and Business Development (DABD). The position works under general direction and is intended to recruit aerospace and advanced manufacturing employers and apprentices for apprenticeship and other Aerospace Machinist Joint Training Committee (AMJTC) products in direct support of apprentice recruitment and enrollment goals.

The BD is primarily responsible for actively recruiting aerospace and advanced manufacturers to participate in the Aerospace Joint Apprenticeship Committee (AJAC) apprenticeship program operated by the AMJTC, and successfully recruiting and enrolling apprentices into AJAC apprenticeship programs. The BD will work closely with manufacturers, manufacturing representatives and vendors, education, community based organizations, industry groups, governmental agencies and other relevant organizations. Although their primary responsibility is recruiting manufacturers and apprentices, they may be asked to assist in further components of the larger aerospace apprenticeship program. This position, along with others in AMJTC, is responsible for the recruitment and retention of female and minority apprentices into the program and safe operations of all AMJTC and AJAC activities.

The BD will be responsible for recruiting new employers and apprentices, maintaining relationships with participating employers (Training Agents) and working with prospective employers, education, government and community partners to recruit for and implement apprenticeship programs. The BD will also market related AJAC programs and services, including pre-apprenticeship training and customized training programs.

The BD must be willing to travel and work evenings and weekends as required. This position requires a valid Washington State driver's license, insurance and use of a vehicle.

It is the mission of the AMJTC that the recruitment, selection, employment and training of employees shall be without discrimination based on race, color, religion, gender, sexual orientation, age, or national origin.

The ideal candidate will have:

- Demonstrated business development, sales and customer support experience
- Strong ability to manage/prioritize/organize multiple tasks and projects;
- Outstanding organizational and communication skills;
- Demonstrated public outreach skills, including developing and making public presentations on program related topics;
- Exceptional attention to detail, thoroughness and execution of business development strategy;
- Ability to handle company, Training Agent and apprentice information confidentially;
- Demonstrated professional appearance and demeanor;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for the performance of the business development team;
- Strong data analysis and presentation skills;
- Entrepreneurial vision that quickly recognizes an opportunity to create new Training Agent partnerships with a sense of urgency and timing in building relationships that advance the mission and long term vision of the AMJTC;
- Innovative vision that recognizes how to develop and manage programs for continuous improvement.

Typical Work:

- Research aerospace and advanced manufacturing companies for potential inclusion in the AJAC apprenticeship program;
- Develop business outreach and recruitment strategies in assigned geographic or industry sector to promote AJAC programs and services;
- Provide customer support to existing Training Agents documenting their needs regarding AMJTC services;

- Identify apprenticeship program delivery issues with existing Training Agents , and support their successful resolution, including apprentice recruitment, selection, on the job training, mentorship, cross training, and related supplemental instruction;
- Conduct apprenticeship orientations at companies sponsoring new apprentices;
- Support Training Agent in completing and submitting required paperwork including Training Agent agreements, apprenticeship agreements and related documentation;;
- Resolve customer complaints by investigating and developing solutions in conjunction with appropriate AMJTC personnel; preparing reports; and making recommendations to management;
- Use AMJTC and other data systems to analyze data as needed related to prospective aerospace and advanced manufacturing apprenticeship opportunities;
- Identify new occupational apprenticeship training needs and opportunities through direct conversation with prospective and existing Training Agents, review of industry publications, and analysis of other primary and secondary data sources;
- Document and track data by submitting activity and results reports through Salesforce and other methods as appropriate, such as daily call reports, weekly work plans, and monthly and annual territory analyses;
- Work with education, government and community partners to recruit and implement apprenticeship programs;
- Deepen existing apprenticeship programs by increasing participation rates with a focus on active recruitment of female and minority apprentices;
- Attend networking and public meetings as directed;
- Assist as required with recruitment and other AJAC public events including coordination, representing the organization, preparing for and participating in the event as required for successful completion;
- Enhance AMJTC and AJAC reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments;
- Develop and maintain professional and technical knowledge by attending relevant educational workshops; reviewing relevant professional publications; participating in professional societies; and establishing personal networks;
- Contribute to AJAC team effort and success by accomplishing related tasks as needed;
- Perform other duties as assigned.

Minimum and Preferred Qualifications:

- Bachelor's degree (preferred) in business, marketing, public relations, public administration, related field, or equivalent education/experience.
- Experience in business development, outside sales, recruitment or related industry expertise.
- Knowledge and experience working with apprenticeship programs.
- Ability to gather information and statistics and prepare clear and concise reports in a timely fashion.
- Demonstrated knowledge of roles, responsibilities and relationships of Washington State governmental agencies, such as workforce and economic development councils, professional organizations, government municipalities, SBCTC, CTCs and L&I.

Compensation:

- Salary will be dependent on applicants prior experience
- AMJTC's benefits package includes: employer-contributed 401k, medical, dental, vision, sick and vacation leave, and long/short term disability.

How to Apply:

Required application documents: To be considered for this position, the following information must be submitted to employment@ajactraining.org by the application deadline. Reference Administrative and Database Coordinator in the subject line.

- Cover Letter
- Resume
- Three Professional References