



<b>Job Description:</b>	<b>Industry Relations Manager</b>
Updated:	11/9/23
Salary Range:	\$65,000 - \$75,000
Office:	3411 W. Diversey Ave., Chicago, IL 60647 (hybrid-work schedule, minimum 3 days in-person)
Classification:	Full-time, exempt, permanent position
Benefits:	MR currently pays for 85% of the premiums for company provided health insurance, and 70% for added premiums of family members; Dental; Life/disability insurance; 401(k)

**To apply:** Send resume to Dee Dee Jones at [djones@mfgren.org](mailto:djones@mfgren.org)

**Organization Overview:** Manufacturing Renaissance (MR) is a Chicago-based nonprofit organization, founded in 1982. MR's mission is to advance inclusive sustainable development anchored in manufacturing. MR operates through two program areas: 1) Career Pathway Services: expose, inspire, train, and prepare youth and young adults for career track jobs in manufacturing; 2) Manufacturing Ecosystem Services: expand the coalitions, technical assistance supports and policies that support manufacturing-related programs that advance inclusive, scalable, sustainable development. We are a small but growing organization looking for purpose-driven professionals who wish to grow with us.

**Position Description:** The Industry Relations Manager position will serve both Career Pathway Services and Manufacturing Ecosystem Services programs and initiatives. Reporting to the Executive Director, and working closely with program directors and staff, this position is primarily responsible for developing and maintaining relationships with manufacturing companies to participate in and support the various activities across the organization. While this role will primarily be employer facing, the best candidate will also be able to engage effectively with young adults to facilitate successful work experiences and job placements. The top priority for this position is to organize manufacturing work experience opportunities including full-time job placements for young adult program participants. Other priorities include, facilitating the Industry Advisory Committee through the Chicagoland Manufacturing Renaissance Council (CMRC) and playing a lead role in the organization to inform and provide insight to the team about current and changing business conditions in the sector.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Engage, recruit, develop new and existing relationships with manufacturing companies and stay current with business conditions in the sector to support MR's mission and program activities.
  - a. Learn and understand company needs and culture to inform program activity design and implementation and to develop nuanced job placement strategies for participants.
  - b. Support the organization in staying current regarding how overall manufacturing trends are impacting areas of Cook County.
  - c. Create and keep up to date materials that communicate manufacturing labor market trends for internal and external use.
  - d. Serve as a resource for direct service staff on manufacturing industry trends, culture, career pathway opportunities, and employer expectations.
  - e. Use multiple communication strategies to engage and keep manufacturing partners informed on regular intervals on MR activities through in-person visits, phone calls, emails, social media, newsletters.



2. Support Career Pathway Services activities including:
  - a. Organize and supervise implementation of high-quality work experiences for program participants, including facility tours, job shadows, Spring Break Internships, summer jobs and full-time job placements.
  - b. Assist program coordinators in program recruitment, info sessions, career exposure activities and program orientations.
  - c. Assist program coordinators to provide both individual and group career coaching to program participants in preparation for specific job placements and support ongoing retention support.
  - d. Responsible for capturing data related to provided services and employer participation.
  
3. Support Manufacturing Ecosystem Services activities including:
  - a. Work with CMRC leaders to facilitate quarterly Industry Advisory meetings and seek to increase manufacturer participation and membership in the CMRC, including through increasing manufacturer financial and/or in-kind support for program activities.
  - b. Inform other initiatives as needed to reflect employer needs and perspectives.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree preferred.
- Required minimum of 5 years working as a professional in the manufacturing industry. Desired experience related to on-site staffing, training coordination, management and/or administration, business development, executive or sales background preferred.

## **QUALIFICATIONS**

- Must be able to pass appropriate criminal background check and comply with Illinois Mandated Report laws.
- Must be COVID-19 vaccinated and willing to update vaccinations per federal and/or local public health recommendations.
- Able to demonstrate excellent literacy and communications skills – strong reading comprehension, writing, interpersonal, public speaking.
- Must have excellent computer/internet literacy skills: proficient in using Microsoft Office including Word, Excel, PowerPoint, web applications.
- Able to demonstrate high level of initiative, professionalism, and ability to work with diverse stakeholders, especially among manufacturers and young adults in a dynamic environment.
- Able to demonstrate attention to detail in organizing meetings, events and activities attended by employers and young adults alike.
- Must have a positive, “can-do” attitude and pro-active approach to solving problems, engaging, and resolving inevitable tensions that arise in the work to develop partnerships and collaborations.
- Must have a car.