

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Senior Manager, Military Spouse Program

GENERAL DESCRIPTION OF DUTIES:

The Senior Manager reports to the Director, Military Spouse Programs and is responsible for the oversight of events and programs in support of the Military Spouse Program. The Senior Manager builds on Hiring Our Heroes Military Spouse Programs' role across the country as a thought leader in military spouse employment. The Senior Manager is responsible for planning and executing the daily operations of workforce development programs and employer engagement events.

- Work closely with the Director, Military Spouse Programs and other stakeholders to deliver best-in-class in-person and virtual events for the Military Spouse Program
- Plan, coordinate, and execute curated, personalized events in support of national campaign to impact military spouse employment
- Analyze and incorporate research results and pre- and post-event data to create innovative event and program-focused solutions to military spouse employment challenges
- Collaborate with the Hiring Our Heroes team, providing insight on Military Spouse Program strategy development and assessing programs for process improvement
- Work with strategic partners, including installations, Chambers of Commerce, businesses, and non-profit organizations to develop content and promote military spouse employment
- Manage and maintain budgets for events and the MSP team
- Collaborate with the team to create new offerings and strategies that provide best-in-class events and programs to military spouses seeking careers and increase program reach and utilization
- Other duties as assigned

SUPERVISION RECEIVED:

Incumbent will report to the Director, Military Spouse Programs, Hiring Our Heroes. Incumbent is expected to work collaboratively with others at the U.S. Chamber of Commerce, to exercise sound judgement in making and executing decisions, to demonstrate initiative in carrying out responsibilities and to keep the director informed of plans, progress, and results.

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires excellent written and organizational skills, time management, and interpersonal skills. Must be a self-starter and possess an ability to work independently while following directions promptly and thoroughly. Must be comfortable presenting and speaking to groups. Must possess skills with data collection. Travel required 50% of time. Computer proficiency with Microsoft Office Suite.

EXPERIENCE & EDUCATION:

Required 8 years of engagement in event planning, workforce and business development and partner management/relations. Bachelor's degree required and military community experience preferred.

Must reside in the U.S. or U.S. territories.

RESUME SUBMISSION:

Interested candidates should submit resumes for the Senior Manager role to balvarado@USChamber.com. Please put your First and Last Name and then MSPSrManager2022 in the subject line of your email. Example: Mary Smith MSPSrManager2022.