



## Job Description

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**Title:** Workforce Development Manager

**Reports to:** Vice President, Economic Development

**Position Type:** Full-time

**Summary:** BE NKY Growth Partnership, the economic development company for Northern Kentucky, provides businesses with the expertise they need to build opportunities in Boone, Kenton, and Campbell Counties. Through our business attraction and retention efforts, we seek to create opportunity and prosperity for all Northern Kentuckians. This position supports that mission by delivering customized workforce solutions that help us to better support our existing businesses, our community partners, and companies looking to make a new home in Northern Kentucky.

The Workforce Development Manager leads BE NKY's workforce initiatives, serving as a key partner in attracting and retaining businesses in Northern Kentucky. This role engages directly with prospective and existing economic development clients to understand their workforce needs and deliver customized talent solutions.

In addition to client support, the Workforce Development Manager oversees BE NKY's strategic investments in K-12 programs that strengthen the region's future talent pipeline. The role also maintains and nurtures essential relationships with local partners, community organizations, and external stakeholders to align efforts and drive regional workforce success.

### **Essential Functions and Duties**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide leadership and support for an analysis of Northern Kentucky's workforce, current and future skillsets, employer needs, and other significant factors impacting key target industry sectors.
2. Engage partner organizations on scaling key K-12 talent pipeline development programs, as well as enhancing the postsecondary workforce solutions.
3. Develop customized solutions that leverage existing education, training, and incentives to meet the future needs of target industry companies.

4. Stay current on local, regional, national, and international economic, business, and government news and trends.
5. Represent BE NKY on relevant external boards and committees.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

### **Knowledge, Skills, and Abilities**

1. Diplomatic, tactful, flexible, resourceful, dependable, well-organized, and professional.
2. Ability to establish and maintain effective relationships and communication with partners, leadership team, and co-workers.
3. Ability to work with diverse groups of people, embrace and engage diverse groups, and understand the importance of cultural competency in these interactions.
4. Ability to work effectively with multiple complex tasks and balance and prioritize multiple requests with limited supervision.
5. Ability to identify client needs and challenges, with exceptional follow-up and resolution.
6. Display a high level of attention to detail and accuracy.
7. Experience with interpreting data that supports the customized workforce solutions being offered to new and existing companies.
8. Comfortable speaking in front of people at in-person and virtual meetings (like a BE NKY Board Meeting) and events.

### **Qualifications**

1. Bachelor's degree in business, human resources, or a related economic development or education field from an accredited college or university, or any combination of training and experience that meets the desired knowledge, skills, and abilities.
2. At least 2 years of directly applicable experience is preferred.
3. Strong computer skills including proficiency in Microsoft Office, Salesforce, and other software.
4. Must have excellent written communication, oral communication, and interpersonal skills.
5. Must be able to present information in a way that is understood by a diverse audience.
6. Must have strong organization skills and attention to detail.
7. Must be a self-starter, motivated, results-oriented, and willing to learn new skills.

### About BE NKY Growth Partnership

Our Why: Opportunity and prosperity for all Northern Kentuckians  
Our Just Cause: To serve Northern Kentucky so that our community prospers through the creation of good jobs.

BE NKY has a collaborative, supportive, and fun work environment. We offer health, dental, and vision insurance, 401k match, paid time off (PTO), parental leave, and an annual wellness stipend. The office is our primary work location; however, we offer flexibility to work from home on a limited basis.

Please submit resume and salary requirement to Rachelle Creager at [rcreager@be-nky.com](mailto:rcreager@be-nky.com) by July 15, 2025.

*\*BE-NKY provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, BE-NKY complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. BE-NKY expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of BE NKYs employees to perform their job duties may result in discipline up to and including discharge.*