



## The Virginia Chamber of Commerce

Ad Placement for Job Opening

Job Title: **Vice President of Education & Workforce Development**

The Virginia Chamber of Commerce seeks a highly motivated Vice President of Education & Workforce Development. This individual will report directly to the Executive Vice President of Public Policy & Government Relations and will work closely with the President & CEO. The ideal candidate has experience in workforce development, government affairs, public policy, or public administration. Experience working with business associations and/or non-profits is a plus.

Reasons you should join the Virginia Chamber:

- An organization working to improve the business climate of Virginia
- Competitive salary
- Competitive benefits package, including 401k match program
- Paid time off plus company paid holidays
- Opportunities for advancement
- Employer sensitive to the need of a work/life balance

Here's What You'll Be Doing:

- Provide management oversight to the Chamber's education and workforce development programs, initiatives, and partnerships
- Lead and support Chamber workgroups, industry councils, policy committees, stakeholder groups, studies and research
- Coordinate a strategic plan to implement the education and workforce development component of *Blueprint Virginia 2030*
- Review and analyze data, studies, research, and federal and state legislative and regulatory proposals
- Provide research and support to the Virginia Chamber Foundation
- Communicate with public officials, business organizations, and other stakeholders involving the Virginia Chamber's education and workforce development activities and initiatives
- Advocate and lobby for Chamber policies and initiatives
- Draft newsletters, testimony, speeches, articles, talking points, and PowerPoint presentations

Qualifications:

- Knowledgeable of Virginia's legislative and regulatory processes
- Familiar with education and workforce development policies and programs

- Strong organizational, leadership and team-building skills
- Excellent communications and writing skills
- Strong work ethic and be willing to take initiative on projects
- Willing to work extended hours during General Assembly sessions
- Ability to develop and maintain professional working relationships with staff, Chamber members, and public officials

Requirements:

- Bachelor's degree or higher in business administration, public administration, public policy or a related field
- Ten or more (10+) years of experience in workforce development, government affairs, public policy or public administration
- Proficient in using standard office equipment and Microsoft Office products

Salary range is \$110,000-\$130,000 per year and will be based on experience. Position is based in downtown Richmond, Virginia with a hybrid work schedule.

Please email introductory letter, resume, and professional references to Donna Hale, Vice President of Operations and Human Resources at [d.hale@vachamber.com](mailto:d.hale@vachamber.com) or mail to the Virginia Chamber of Commerce, 919 East Main Street, Suite 900, Richmond, VA 23219 **on or before July 29**. No phone calls please.

The Virginia Chamber of Commerce is an equal opportunity employer.