



Director of Career Advancement 2025 Job Description

Scope and Position Responsibilities

The Director of Career Advancement will identify, develop and maintain working relationships with employers, industry organizations, and public agencies to source job openings and secure employment and vocational training opportunities for program participants. This position will also support the CrossPurpose coaches, who work directly with participants, as the coaches evaluate each participant's background, skills, and interests and match them to potential job openings or training programs.

Department: Central Services

Supervisor: Sr. VP of Central Services

Direct Reports: Up to 6

Major Areas of Responsibility

- Employer Pipeline Creation and Maintenance
- New Career Path and Training Partnership Development
- Career Coaching & Program Support
- Alumni Retention and Long-Term Case Management

Employer Pipeline Creation and Maintenance Responsibilities

- Develop and maintain relationships with employer partners and staffing agencies to create employment opportunities for all program areas (Leader, Launch and Legacy).
- Identify specific job openings by contacting employers and gathering information on qualifications and worksite requirements to ensure job success.
- Innovate in areas of creating entry level through mid-level career positions by creating an ecosystem that employers can tap into.
- Conduct regular employer reviews to assess hiring needs and strategize how best to improve placement outcomes.
- Implement a strategic sourcing plan that aligns employer hiring needs with CrossPurpose's placement objectives.
- Market CrossPurpose's programs by scheduling prospecting calls and face-to-face meetings with employers.
- Facilitate employer hiring support and engagement for Leaders' first 90 days of employment.
- Manage and update the CrossPurpose Job Board, ensuring timely and relevant job postings.
- Document all employer interactions and outcomes accurately and in real time using Salesforce.

New Career Path and Training Partnership Development

- Stay informed about labor market trends and employment opportunities in the Denver metro area's private and public sectors.
- Research and develop new career pathways aligned with industry needs and program goals.
- Create long term strategies on program development and be a thought leader on upskilling pathways for participants.
- Establish training partnerships that effectively train Leaders within appropriate timelines and support structures.
- Evaluate career pathway and partners regularly to ensure offerings are up to date and best possible career training providers are engaged.
- Collaborate with recruitment, admissions, and program teams to define Leader requirements, messaging, and processes for new career tracks.
- Present industry trends, career track recommendations, and potential training partnerships to internal stakeholders.
- Manage all pilot training cohorts for evaluation before handing over to the team.

- Investigate in house supplementary curriculum pathways to maximize learning experiences. Where possible add hands-on experiences through workshops, internships, externships and on the job training opportunities.

Career Coaching & Program Support Responsibilities

- Continuously work with Program Directors to review and identify employment needs for Leaders to meet program graduation goals.
- Be thought leader on latest techniques and methods for job search. Participate with Program Team in development and curriculum planning for Career Launch phase of Leader and Launch programs.
- Collect data from employers related to job opportunities, including job requirements and skills, and collaborate with CrossPurpose career coaches to match job skills with Leader qualifications.
- Network and research the Internet, newspapers, agencies, and other resources for job leads and maintain an updated job board for Leaders.
- Keep updated regarding job fairs and Internet resources and participate in outreach and recruitment activities by attending job fairs.
- Perform other job-related duties and responsibilities that will be assigned from time to time.

Alumni Retention and Long-Term Case Management

- Work with Legacy Program to develop strategies to maintain long-term engagement with Alumni through networking and career development opportunities.
- Establish and manage relationships with training providers for upskilling opportunities, including certificate and degree programs.
- Support career progression initiatives by providing resources for Alumni looking to advance in their industries.
- Conduct check-ins with employers and Alumni post-placement to ensure long-term career success.

Qualifications

- Preferred degree or experience in Communications, Human Resources, Recruiting, or a related field.
- Highly desired skill in curriculum writing or High Education experience.
- 4+ years of experience in workforce development, job placement, sales, account management, or a related role.
- Proven ability to cultivate employer relationships and develop job placement strategies.
- Strong ability to manage multiple projects simultaneously with accuracy and speed.
- Experience in corporate customer service and/or relationship management.
- Excellent communication skills with diverse audiences.
- Strong analytical thinking and problem-solving skills.
- Commitment to Christian faith and the mission of CrossPurpose.
- Employees must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation and Benefits

Hours: 40 hours/week: Monday - Friday 8:00am - 5:00pm, occasional other hours as scheduled.

Salary/Wage: \$80,000 - \$96,000 (Director II)

Vacation Days: 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

These and other benefits are discussed in more detail in our Employee Handbook.