



Build better skills for better performance.

Program Manager, Workforce Partnerships

About the position:

The Program Manager, Workforce Partnerships will make a huge impact on learners, businesses, and higher education institutions. This role provides project management functions for two grant-funded initiatives and helps advance BHEF's work creating highly effective regional talent ecosystems. Key responsibilities include planning internal meetings, tracking participation and actions, monitoring program performance, and engaging stakeholders. The Program Manager will also support virtual convenings, prepare communications and make recommendations to ensure consistency and quality across regions. The Program Manager will work closely with BHEF's program directors and a wide range of external stakeholders, leveraging management, planning, organizational, teamwork, and communication skills to increase the pipeline of talent in emerging and high-demand fields.

Location: Washington, DC or Remote

To apply: Please send resume and cover letter to Frank Avery, Director of Regional Programs, at frank.avery@bhef.com.

RESPONSIBILITIES

PROGRAM MANAGEMENT:

- Maintain and update program performance dashboards that track success measures, BHEF's contract performance, and overall grant deliverables.
- Support program directors in planning, facilitating, agenda setting, and capturing follow-up items for weekly meetings and ad hoc work sessions. Work with program directors to ensure action items are addressed.
- Prepare and manage project plans and schedules.
- Assist with issuing request for proposal (RFP) processes for colleges and universities.
- Coordinate additional resources and expertise from BHEF staff to meet program goals and deliverables.
- Research high-impact practices to promote knowledge sharing and increase program effectiveness.
- Contribute toward the development of funding proposals.

STAKEHOLDER COMMUNICATIONS AND ENGAGEMENT:

- Build and maintain effective relationships with program partners.
- Maintain consistent contact with external stakeholders such as industry partners, government staff, higher education leaders, and funders.
- Maintain updated stakeholder rosters with contact information.
- Draft and distribute regular communications for scheduling and updates.

- Assist with the development of onboarding and orientation materials for new stakeholders.
- Ensure timely follow-up with partners, coordinating with and drawing in appropriate staff as necessary.

EVENT AND MEETING PREPARATION AND ASSISTANCE:

- Schedule regular meetings and briefings with stakeholders, and track engagements with them.
- Develop and distribute meeting agendas and supplemental materials.
- Work with stakeholders to secure venues and prepare event logistics for in-person convenings as in-person meetings resume.
- Support virtual convenings.
- Develop meeting templates and materials.
- Develop PowerPoint presentations, talking points, and other materials for use in events and meetings.
- Take notes, summarize key points, and follow-up with meeting attendees.

About you:

- Associate's degree. Bachelor's preferred.
- Minimum two years relevant experience.
- Demonstrated operational and project management skills.
- Detail-oriented.
- Competence using Microsoft Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Personal qualities of integrity, credibility, collegiality, and a commitment to inclusion and equity.
- Highly proactive and willing to jump in on items that are needed in a small, dynamic organization.
- Clear understanding and commitment to BHEF's mission, goals, and objectives.
- Familiarity with workforce development and higher education desired.
- Option to travel periodically when in-person meetings become more commonplace (if interested).

About BHEF:

The Business-Higher Education Forum is a 40-year-old nonprofit membership organization that connects higher education institutions to business talent demand. Corporate CEOs and university presidents join BHEF to anticipate skills needs and improve pathways between higher education and workforce.

At BHEF, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying.