

POSITION DESCRIPTION

Job Title: Blue Star Families Senior Advisor for Careers	
Department: Community Development and Programs	
Location: Virtual office (telecommuting from home), partial DC Office	
Job title: Senior Advisor for Spouse Careers	
Reports to: Senior Director of Community Development and Programs	
Classification: Employee – Exempt	Position type: Full-time
<p>General description</p> <p>Reporting to the Senior Director of Community Development and Programs, The Senior Advisor for Careers will manage a team who will design, implement and evaluate efforts related to Blue Star Families (BSF) new Community Careers program. The Senior Advisor will initially oversee a team of two career managers in San Diego and Jacksonville while identifying potential opportunities for expansion into seven additional markets by end of 2018. In each site, BSF goal is to directly impact the career journey of 350 military spouses during year one. This key staff member will oversee the successful implementation of BSF pilot Community Careers program which includes, but is not limited to, engaging military spouses through outreach, referrals, job placement, building and maintaining partnerships with nonprofits, corporations and government entities.</p>	
<p>Key job functions</p> <p>Senior Advisor for Careers will:</p> <ul style="list-style-type: none"> ● Build key partnerships regionally and nationally for program support and expansion ● Implement a robust business development strategy to support market expansion working with BSF development team ● Ensure clarity around goals, priorities, and metrics for the entire program ● Work across functions with peers in other groups to ensure collaboration for shared goals ● Interact comfortably and professionally with a variety of internal and external players including senior management, peers, as well as funders, business and civic leaders ● Facilitate goal-level creation, results and performance indicators to direct reports ● Comfortable developing relationships with local installation leadership 	

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Required experience, skills, background

- Education: Degree in Business, with at least 10 years work experience (or equivalent) and extensive knowledge of career development/recruitment, program development, management, evaluation and reporting
- Experience in partnership development and fundraising
- A strong understanding of the military culture and the military spouse employment landscape specifically
- Dynamic leader and facilitator with excellent written, verbal, and interpersonal communications skills
- Ability to manage multiple ongoing projects simultaneously
- Ability to work and succeed independently while also managing and supporting team efforts in a geographically dispersed, fast paced organization
- Experience managing volunteers
- Strong technology skills including experience with Salesforce (CRM); Google Docs; and comfortable meeting through conference and web calls
- Must have DoD access to military installations
- Must have access to personal work space including computer, internet, and phone

Salary and benefits

Salary will be commensurate with experience. Benefits package includes paid time off, a 403(b) plan, and the ability to telecommute from home office

Equal opportunity

Blue Star Families is an equal opportunity employer. We do not discriminate on the basis of age, race, ethnicity, religion, national origin, gender, sexual orientation, or disabilities.

As part of our commitment to the military community, we encourage applications from veterans and military family members.

About Blue Star Families

Formed in 2009, Blue Star Families is a fast growing, high-profile nonprofit organization with a mission to strengthen military families and our nation by connecting communities and fostering leadership. Blue Star Families is a virtual organization with employees and volunteers located around the world. With more than 100,000 members and 35 Chapters at military installations across the globe, Blue Star Families is the nation's largest chapter-based nonprofit serving America's military families.

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How to apply

Please email resume and cover letter including salary requirements – with applicant’s full name in the email subject line – to hr@bluestarfam.org. No calls, please.