

IndyEast Economic Mobility District

Job Developer Job Description

Location: Indianapolis, Indiana

Position Type: Full-time, grant-funded

Salary: \$65,000 annually, commensurate with experience

Employed By: Southeast Community Services

Primary Job Function:

A District-wide Job Developer will work across three Centers for Working Families (CWFs) in the IndyEast Economic Mobility District. The Job Developer guides workforce development strategy by (1) identifying employment sectors and employers able to hire people from target neighborhoods; (2) develops work experience opportunities and targeted professional training; (3) ensures credentialing is aligned with the needs and expectations of employers or other post-exit partners 4) and develops a job referral pipeline for CWF participants to ensure retention.

Program Implementation:

The Job Developer will work with CWF staff, key partners, and employers to assist CWF participants in obtaining living wage employment. The Job Developer will work to strengthen the local workforce sectors by increasing the employability and placement opportunities of jobseekers while simultaneously cultivating business relationships and providing employers with skilled applicants.

The Job Developer will work alongside EmployIndy to identify and recruit Employer Champions. Employer Champions serve as visible partners who model inclusive hiring, provide meaningful career pathways, and help coordinate with community organizations to reduce fragmentation across the workforce system. The role is responsible for becoming knowledgeable of employer needs, hiring practices, testing requirements, and employee retention plans; inform them of the incentives and the process for participating in on-the-job training, customized training, internships, apprenticeships, and other programs as applicable. The Job Developer will recruit and equip employer champions to co-design training, host Work Experience Learning (WEX), guarantee interviews with CWF participants, and oversee other high-impact/high-touch commitments to strengthen workforce development in the District. The Job Developer will maintain contact with employers during the hiring process and identify job seekers not hired and work with the assigned CWF coach and Retention Coach to improve the job seekers' employment competitiveness.

The Job Developer will track and document all services provided to clients and employers as well as progress towards all grant outcomes. They will also enter, organize, and maintain accurate data, reporting, and main files for all participants to successfully meet all grant outcomes. The Job Developer will also support the initiative's 5-year strategic plan and work closely with management to ensure alignment and consistent progress towards those goals.

Essential Functions:

- Placement & Retention (40%)
 - Provide contact with employers to stay informed on participants' progress on work sites.
 - Make appropriate referrals of program participants to employers and other service providers.
 - Maintain contact with employers and businesses which hired participants and for new employment.
- Relationship Building & Partner Coordination (40%)
 - Cultivate and maintain employer partnerships leading to living wage jobs from direct placements, hiring events, etc. as well connecting with various employer networks.
 - Promote program objectives through public presentations and other public relations activities.
 - Establish and maintain relationships with potential partners and seek collaborative opportunities which support the IEMD mission.
- Strategy & Alignment (15%)
 - Enter, organize, and maintain accurate data, reporting, and files for all participants aligned and leading towards successful grant outcomes, including administrative and compliance responsibilities.
- Continuous Improvement (5%)
 - Support management and the entire CWF team with assessment, planning, and improvement of the service delivery model and its execution.

Job Requirements

- 2-3 years of experience in workforce development, business-to-business services and customer care, with an emphasis on employer outreach and service to disadvantaged populations. Previous successful experience in job development, recruiting, and job retention services is highly desirable.
- Excellent working knowledge of the local business environment in Indianapolis-Marion County.
- General knowledge and understanding of the needs of a low-income working population
- 4-year degree preferred but significant professional experience (five years or more) may substitute at management's discretion.
- Excellent social/interpersonal skills and writing ability commensurate with the communication and reporting requirements.
- Proficiency in Microsoft Office Suite.
- Well-organized and self-directed.
- Reliable transportation, as this position requires regular local travel.
- Ability to speak Spanish preferred.

The preceding essential function statements are not intended to be an exhaustive list of tasks and functions for this position. Other tasks and functions may be assigned as needed to fulfill the mission of the organization.

Work Environment:

The IndyEast Economic Mobility District (IEMD) is a bold initiative designed to strengthen communities and stabilize families. In partnership with the John Boner Neighborhood Centers, Edna Martin Christian Center, Southeast Community Services, and residents from three neighborhoods (Near Eastside, Martindale Brightwood, and Southeast Indy), the IEMD will foster a vibrant local economy where all residents have access to the tools they need to thrive. This place-based initiative focuses on increasing economic mobility through coordinated investments in business development, workforce, housing, and infrastructure. Rooted in values of equity, intra- and intergenerational wealth creation, and access to opportunity, the IEMD brings together residents, community organizations, and institutional partners to drive long-term, inclusive change.