

Business Analyst, Hudson County Workforce Development Board (HCWDB)

Position Overview

Title: Business Analyst, Grants and Community Outreach

Location: Jersey City, New Jersey

Reports To: Executive Director, Hudson County Workforce Development Board

Salary Range: Commensurate with experience

Type: Full-Time

The Business Analyst, Grants and Community Outreach for the Hudson County Workforce Development Board (HCWDB) is responsible for securing grant funding and fostering relationships with employers, community organizations, and other stakeholders to support workforce development initiatives. This position plays a crucial role in advancing the mission of the HCWDB by identifying and pursuing funding opportunities, developing strategic partnerships, and promoting the organization's programs and services to the community. The Business Analyst will work closely with the Executive Director and other staff to develop and implement outreach strategies, secure grant funding, and build collaborative relationships with key stakeholders.

Job Responsibilities

Grants Management

- Identify and research potential grant opportunities aligned with the mission and goals of the HCWDB
- Develop and submit grant proposals, including writing narratives, budgets, and supporting documents
- Manage the grant application process, including tracking deadlines, coordinating with internal staff, and ensuring compliance with funder requirements
- Monitor and report on grant-funded programs, ensuring compliance with grant terms and conditions

Community Outreach and Partnership Development

- Develop and implement outreach strategies to promote HCWDB programs and services to employers, community organizations, and other stakeholders
- Build and maintain relationships with key stakeholders, including attending meetings, events, and conferences
- Collaborate with partners to develop and implement workforce development initiatives, including job fairs, training programs, and other events
- Represent the HCWDB at community events and meetings, promoting the organization's mission and programs

Employer Engagement

- Identify and engage with employers to assess workforce needs and develop strategies to address skill gaps
- Collaborate with employers to develop and implement work-based learning opportunities, including internships, apprenticeships, and on-the-job training programs

- Promote HCWDB services to employers, including recruitment assistance, training programs, and other resources
- Maintain relationships with employers to ensure ongoing engagement and support for workforce development initiatives

Strategic Planning and Program Development

- Contribute to the development and implementation of the HCWDB's strategic plan, including identifying priority areas for grants and community outreach
- Collaborate with program staff to develop and implement new workforce development initiatives based on community needs and funding opportunities
- Monitor and evaluate the effectiveness of outreach and partnership efforts, making recommendations for improvement as needed

Professional Qualifications

- Bachelor's degree in a relevant field such as public administration, social work, business, or a related field; advanced degree preferred
- 5-7 years of experience in grants management, community outreach, workforce development, or a related field
- Strong written and verbal communication skills, with the ability to develop compelling grant proposals and presentations
- Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders
- Knowledge of workforce development programs and policies, including WIOA, preferred
- Experience with grant writing and management, including federal, state, and private funding sources
- Proficiency in Microsoft Office and grants management software

Personal Qualities

- Strong commitment to workforce development and community engagement
- Ability to work collaboratively with a variety of stakeholders, including employers, community organizations, and government agencies
- Self-motivated and proactive, with the ability to identify and pursue new opportunities
- Flexible and adaptable, with the ability to manage multiple projects and priorities in a fast-paced environment
- Driven to make a positive impact in the lives of job seekers and the community

Application Process

Interested candidates should submit a resume and cover letter outlining their qualifications and experience, along with references to careers@hcwdb.org.