



DEVELOPMENT ASSOCIATE

Our School:

Founded in 2017 in Ensley, BuildUP is a private, workforce development high school located in the Titusville community of Birmingham. The vision of BuildUP is to empower and equip youth and communities to determine their own future. At BuildUP, students are able to:

1. Acquire a self-directed, career-focused education
2. Gain knowledge and skills in a high demand field of their choosing
3. Own homes to build personal wealth and lead long-term neighborhood revitalization

BuildUP C.O.R.E. values: Community, Ownership, Resilience and Excellence.

Job Description:

The Development Associate will work with funders, partners, and employers of various industry sectors, the college and/or district administrators, staff and faculty, local adult education consortia, regional Workforce consortia, local workforce boards, the Foundation for Community Colleges, and other emerging local, regional, and state boards, committees, and initiatives to develop, implement, and oversee fundraising, apprenticeship and pre apprenticeship programs. This position will report directly to the Executive Director.

Responsibilities of Director Associate:

- Develop and maintain partnerships with local businesses and organizations to provide students with apprenticeship and internship opportunities and to seek additional funding sources.
- Ensure partnerships can financially support student work and offset school expenses.
- Work collaboratively with the BuildUP teaching team to ensure students are well prepared for jobs, internships and apprenticeships.
- Manage internship, apprenticeship-related budgets to maximize revenue and related expenditures.
- Organize student records, invoices, compliance, auditing, data collection, reporting and placement information for maximum program efficiency.
- Collaborate with union, non-union, college, district, community, state, county, regional, and industry groups to create, maintain, and support apprenticeship programs.
- Work with students to identify their interests and goals and match them with appropriate apprenticeship and internship opportunities.
- Provide guidance and support to students throughout the apprenticeship and internship program.
- Develop and deliver training programs to prepare students for apprenticeships and internships.

- Manage the application and selection process for apprenticeships and internships.
 - Coordinate with teachers and administrators to ensure that apprenticeships and internships align with the school's curriculum and academic goals.
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- Conduct orientation with workforce partners to share BuildUP mission, CORE values and expectations for student engagement.
 - Maintain records and track the progress of students in apprenticeships and internships.
 - Communicate regularly with parents and guardians about the apprenticeship and internship program and the progress of their children.
 - Develop and implement strategies to continuously improve the apprenticeship and internship program.
 - Assist in the writing, review, and submission of grant proposals related to apprenticeship or training initiatives.
 - Communicate, present, and respond to questions about the program from faculty, staff, students, the Board, media, and the public as appropriate or directed by administration.
 - Conduct site visits to jobs, apprenticeships, and internships regularly and provide appropriate feedback to students, staff and partner agencies.
 - Maintain the necessary credentials, memberships, licenses for highest outcomes and success.
 - Inform, support and make recommendations to administration and teaching staff in curriculum development to support student workforce readiness.
 - Stay abreast of Education Code, Labor Code Regulations, Title 5 and WHCCD Board and Administrative Policies to establish procedures for apprenticeship program operations, coordination, and reporting while monitoring and assuring apprenticeship program site compliance with state and federal regulations, college policies, apprenticeship requirements, and specific industry licensure and certificate requirements.

Qualifications:

- Bachelor's degree in education, business, or a related field
- At least 5 years experience in managing apprenticeship and internship programs
- Knowledge of local construction, trade-based businesses and organizations and their industries
- Strong interpersonal and communication skills
- Ability to work collaboratively with teachers, administrators, and community partners
- Excellent organizational and project management skills

To Apply:

Send resume and cover letter of interest to James Sutton, Executive Director at james@buildup.work.