



**Position Title:** Director of Talent and Education

**Terms:** Full-Time, Exempt

**Department:** Talent and Education

**Location:** 300 N Broadway Ste 3A, Green Bay, WI

**Reports To:** Vice President of Talent and Education

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, fun, and energetic person to serve as the Director of Talent and Education. Working with a dedicated and high-performing team, the ideal person will drive and deliver results to help us achieve our measures of success while working with their team and stakeholders dedicated to the mission and goals of the Greater Green Bay Chamber.

**About Us:**

Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

**About the Role:**

To assist in accomplishing our mission, we are seeking a dynamic Director of Talent and Education to oversee programs such as Leadership Green Bay. Leadership Green Bay convenes a cohort of professionals from a cross section of industries. The cohort comes together monthly, for full day sessions, to expand their understanding of the complex components influencing community and our overall quality of life. The program is designed to foster, challenge and empower community leaders to bring their time and talent into areas of passion and become a leader in changing the landscape of Greater Green Bay.

The Director of Talent and Education will lead the development and implementation of strategic initiatives aimed at attracting, growing, and retaining top talent in Greater Green Bay. This role requires a dynamic, creative, and strategic leader with exceptional communication skills and the ability to effectively guide both staff and volunteers. Ideal candidates will demonstrate adaptive leadership, possess a strong customer service orientation, and be personable, engaging, and collaborative. This highly visible position also involves attending and participating in community events to promote programs and foster relationships with key stakeholders and community partners.

**Responsibilities:**

- Oversee programs such as Leadership Green Bay and the Talent Task Force.
- Supervise the Talent Manager and the Education Manager.
- Develop and implement strategies to grow and retain talent in the Greater Green Bay area.
- Secure and renew program sponsorships and program investments.
- Lead and manage volunteers to ensure that programs are effectively meeting the needs of the community.



- Collaborate with employers to develop and implement employee retention strategies.
- Manage retention program budgets and ensure that programs are operating within budget constraints.
- Responsible for securing sponsorships to support Talent and Education programs.
- Assist in fundraising efforts to meet Chamber Foundation goals and objectives.
- Collaborate with and support the Marketing team in developing and implementing marketing and communication strategies to promote community programs.
- Attend and participate in community events to promote programs and build relationships with community partners.
- Develop and maintain performance metrics to ensure program vitality.
- Create leadership programming for Leadership Green Bay Alumni.
- Oversee the awards process to ensure transparency, fairness, and ethical standards are upheld.

**General Responsibilities:**

- Represent the Chamber in the community as a thought leader on issues.
- Keep up to date on talent retention and attraction trends and best practices.
- Collaborate with staff throughout the organization.
- Assist with overall talent and education programs as needed.
- Other duties as assigned or required.

**Candidate Requirements:**

4-year degree or equivalent experience. Prior management and/or supervisory experience is a plus. A background in business, management, education, event planning, sales and/or human resources is preferred. Strong written and verbal communication skills. Experience with event planning, sales and relationship building, budgeting, an ability to learn and utilize current and new technology including social media effectively. Great customer service with an ability to identify the return on investment for our partners. Ability to work in a team environment effectively. A valid driver's license is required.

Updated 04/30/25