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| **Job title** | *U Can Employ: Business Development Manager* | **Position** | *Full Time* |
| **Reports to** | *Program Director* | **FLSA** | *Exempt* |

**Project Overview:**

U CAN EMPLOY (UCE) is a consulting and educational service supporting a company (i.e., UCE Partner Employer) eager to successfully recruit, hire, and retain employees on the autism spectrum with the professional guidance and clinical capabilities of the highly qualified consultants at Els for Autism. With the support of its clinicians in the fields of Employment Services, Applied Behavior Analysis, Speech-Language Pathology, Occupational Therapy, and Mental Health Counseling, the transdisciplinary model of intervention of Els for Autism comes to life in the workplace for appropriate placement and support of employees with autism, leading to greater success and higher retention rates.

**Job Purpose**

The Business Development Manager (BDM) will lead the development, execution, marketing, and delivery of the UCE consulting and education services. The BDM is responsible for assuring the overall quality and effectiveness of all services provided and for the attainment of financial and operational goals. The BDM will lead the recruitment, hiring, and oversight of full time/part time/contracted UCE staff including, but not limited to, Marketing and Graphic Design Specialist, Senior Consulting Coordinator, Employment Support Specialists, and Content Developer for LMS courses. The BDM will package and market the program to local, regional, and national employers. A UCE member networking summit will be organized and executed every 2 years. The BDM will coordinate and lead UCE events. Strong leadership, communication, collaborative, and managerial skills are necessary.

Project Goals:

1. Improve the quality of life and raise the level of independence for people with autism and related disabilities through increased employment opportunities with UCE members.
2. Demystify and simplify recruiting, hiring, onboarding, and retaining employees with autism and related disabilities.
3. Provide individualized support and increase knowledge about autism and related disabilities for companies, human resource professionals, and private businesses in person, remote, on demand training and consultation, and member services.

Project Activities Overview:

* Provide onsite and remote consultation services to companies as a monthly/annual subscription or as a concierge individualized a-la-carte service.
* Ensure the UCE website is completed and remains updated to include ongoing additions of employer training modules in the member LMS.
* Oversee and ensure completion of UCE 4-year project funding deliverables.

**U CAN EMPLOY Business Development Manager Primary Responsibilities**

* Develop, execute, market, and deliver UCE membership program.
* Incorporate existing Els for Autism employment placement work into UCE for local members.
* Research new and innovative autism employment training programs both nationally and internationally. Conduct site visits of top national companies hiring individuals with autism to gather firsthand information on best practices across the country.
  + Incorporate information gathered into UCE toolkit, member services, training modules, and knowledge of consultants.
* Provide systematic processes for implementation of employer consultation and training practices along with a budget for implementation.
* Create customized accommodations/visual supports for members with proprietary content developed by graphic designer.
* Recruit, hire, onboard, and supervise UCE staff.
* Oversee and adhere to UCE budget with support from CFO.
* Develop and maintain content for comprehensive website with subscription-based portal access and integrated learning management system (LMS) and oversee creation of such.
  + Revamp existing employer/employee training modules on LMS platform for greater interactive learning experience.
* Direct graphic designer in the development and maintenance of social media presence to reach potential UCE members and build long-lasting business relationships with them in collaboration with Program Director and Senior Marketing Manager.
* Develop and track key performance metrics regarding recruitment and retention of members as well as referrals.
* Collaborate with autism organizations and state vocational rehabilitation offices in UCE member cities to assist partners in recruiting and supporting employees on the spectrum.
* Collaborate with Program Director in working with the marketing team in the dissemination of materials for the purpose of recruiting UCE members across the country.
* Solicit and vet inquiries from companies/organizations interested in becoming a UCE member.
* Coordinate and lead employer to employer networking events.
* Continuously research relevant publications for updates to scientific based guidelines and best practices in supporting UCE partners.
* Execute grant deliverables and prepare quarterly reports to funder (e.g., prepare materials for submission to funding agencies and foundations).
  + Collaborate with program funder as requested (e.g., preparing monthly/quarterly project updates)/
* Comply with Els for Autism and Els Design Group Brand Standards.
* Display a high standard of integrity and conduct while serving as a representative and ambassador for Els for Autism, its mission, and the vision of the Els family.
* Present at local, national, and international conferences.

**Qualifications**

Required

* Bachelor’s degree in related field
* 3 years’ experience in supported employment, sales, HR, or recruitment
* At least 1 years’ experience working with individuals with autism or other developmental disabilities.
* Project management experience
* Adherence to a high level of professional and ethical standards
* This job requires flexibility in schedule; may include working hours in the evenings and/or on weekends and travel.
* Excellent oral and written communication skills
* Presentation experience
* Effective time-management skills
* Commitment to maintaining client confidentiality and adherence to HIPAA laws.
* Proficiency in computer programs including Word, Excel, and PowerPoint, and Canva
* Valid Florida driver’s license and reliable transportation
* Bilingual preferred

**Additional Requirements**

* Business Development Manager must:
  + complete a Level 2 Background Clearance & new hire paperwork.
  + sign Els for Autism Confidentiality Agreement and Media Release Forms
  + complete Els for Autism Video/Photo Release
  + complete all Els for Autism Staff Training Modules, HIPAA Awareness, Medical Safety and Seizure Trainings