



Hospitality Training

Job Title: Director of Contracts and Grants
FLSA Status: Exempt / Full-time
Supervisor: Executive Director

Mission

BEST's mission is to provide individuals with the education, skills, and training to excel in the hospitality industry and in their personal lives. We do this through a variety of services that include job-specific skills training programs and access to educational courses (ESOL, computers, skills certifications), all of which are supported by career and academic coaching. BEST's partnerships include UNITE HERE Local 26 (the hotel and restaurant workers' union), 40+ hospitality employers, government and private foundations, and community organizations.

Job Summary

At BEST we strive to create a diverse work culture that closely matches the diversity of those we serve. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.

In this job you will:

- Execute and manage public and private contracts including reporting and invoicing.
- Develop and execute our annual development plan, including writing proposals to public and private funders.
- Provide strategic thought partnership for the Executive Team on matters related to organizational and program development, administration, and operations.
- Work with the executive team and external consultants on organizational development projects.
- Develop and implement a strategic communication plan that engages stakeholders, primarily through social media.
- Support colleagues and lend a hand as needed.

All BEST staff members:

- Accurately capture and enter data into our Salesforce database in a timely manner.
- Develop strong working relationships with colleagues and external partners, and participate in meetings to foster these relationships.
- Communicate effectively with colleagues, clients, and partners.

Is this opportunity right for you? We are looking for people who:

- Have experience in planning, leading, and managing development projects and are skilled in creating powerful, compelling written proposals with proven success in funds procurement.
- Have experience managing contracts and reporting on progress.
- Have experience in workforce development.
- Are strategic thinkers.
- Demonstrate respect for and experience with bridging differences in language, culture, race, religion, citizenship, gender, and sexual orientation, and do not discriminate on the basis of income, immigration status, or disability.
- Understand and follow confidentiality practices regarding clients and colleagues.
- Are able to work in a hybrid work environment. Staff members are expected to attend in-person internal/external meetings and program/organization events as required.
- Have strong tech skills and are comfortable using and/or learning how to use technology applications and social media platforms.
- Have above-and-beyond customer service skills and strong written and verbal communication skills.
- Have strong organizational skills and the ability to multitask in a fast-paced environment.

Bonus if you:

- Have direct service experience in a similar organization
- Have experience using Salesforce
- Have experience in the hospitality industry
- Speak a second language
- Have experience developing and implementing strategic communication plans that

engage stakeholders.

BEST offers competitive salaries, 100% employer-paid benefits, and a real commitment to work/life balance. Benefits-eligible employees receive paid time off (vacation, personal, sick, and thirteen holidays) and a monthly cellphone allowance. Our benefits include healthcare, pension, Delta Dental, Davis Vision, an employee assistance plan, life insurance, short-term disability, accidental death and dismemberment insurance, legal services, and a first-time homebuyer loan. In addition, we offer a non-matching 401K plan managed through ADP. There is a waiting period before employees are eligible to access benefits. The salary for this position starts at \$78,750 annually.

Please send your resume and letter of interest to: GetInvolved@BESThtc.org

BEST Hospitality Training is fully committed to providing opportunities that promote diversity, growth, and a professional work environment. We are an equal-opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, religious creed, gender, gender identity or expression, genetic information, sexual orientation, age, disability, veteran or active military status, marital status, national origin/ethnicity, citizenship or immigration status, or any other protected characteristic as outlined by federal, state, or local laws.

The health and safety of our employees are a top priority, and the ability to work in a safe office environment goes hand in hand with that value. To that end, BEST requires that employees are vaccinated against COVID-19. New hires must be able to attest to and/or provide proof of vaccination as a condition of employment, subject to reasonable accommodation as required by law.