



JOB TITLE: Career Development Manager

FLSA STATUS: Exempt

REPORTS TO: Director of Strategy & Alignment

LOCATION: Jackson – Main Office

SALARY: Competitive Salary, Based on Experience

EFFECTIVE DATE: April 1, 2026

SUMMARY:

The Career Development Manager leads the coordination and continuous improvement of career development initiatives supporting K–12 students and educators across Mississippi. This role is responsible for managing the day-to-day implementation of career development strategies that strengthen students’ awareness of career pathways, workforce opportunities, and postsecondary options aligned to the state’s economic priorities.

The primary duties include managing career development activities delivered through schools, districts, regional partners, and intermediaries. While a primary focus is placed on career coaching, the role is structured to support additional K–12 workforce and career readiness initiatives as organizational priorities evolve.

ESSENTIAL JOB FUNCTIONS:

- Manage the planning, implementation, and coordination of career development initiatives supporting K–12 students ensuring related procedures dictate program goals and objectives.
- Oversee execution of career coaching and career exposure strategies and initiatives.
- Evaluate and analyze program data and make recommendations for continuous improvement methods to improve outcomes.
- Develop implementation tools and operational guidance for career development programs to monitor and evaluate program effectiveness.
- Cultivate and maintain partnerships with school districts, regional partners, and intermediaries.
- Work collaboratively with the Investments and Initiatives team to ensure responsible stewardship of financial resources for career development programs.
- Ensure compliance with all relevant regulations, policies, procedures, and reporting requirements associated with programs.
- Facilitate regular meetings to review progress, address needs, and ensure milestones are met.
- Collaborate with school districts, regional partners, and intermediaries to streamline project activities and maximize impact.
- Communicate effectively with internal teams and external partners to facilitate collaboration and information sharing.
- Support development of new career development pilots.

- Perform other duties related to K–12 career development initiatives as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Understanding of K–12 education systems and workforce development principles.
- Demonstrated understanding of best practices in program design and implementation.
- Proven ability to manage complex programs from inception to evaluation, including experience in strategic planning.
- Strong interpersonal and relationship-building skills, with the ability to effectively engage and collaborate with diverse stakeholders, including government agencies, community organizations, funders, and program participants.
- Ability to use data to assess program(s) to identify gaps and opportunities for program development.
- Skill in designing evidence-based programs that address identified needs and align with organizational goals and priorities.
- Proficiency in monitoring and evaluating program outcomes, including the ability to understand quantitative and qualitative data and use evaluation findings to inform program improvements and decision-making.
- Communication Skills: Excellent written and verbal communication skills, with the ability to effectively convey complex information to diverse audiences.
- Skill in preparing clear and concise reports, proposals, and other written materials for internal and external stakeholders.
- Proficiency in Microsoft Office Suite and other relevant software applications, with the ability to use technology to support program management, data analysis, and communication with stakeholders.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A minimum of 3 years of experience managing complex projects and programs
- Experience in workforce development, or economic development is preferred. Working with K–12 systems strongly preferred.
- Bachelor’s degree in aligned program required.

To apply for this opportunity, please send a cover letter and resume, including the below information, to bking@acceleratems.org, before 5:00 PM CST on March 9, 2026.

- Name, address, telephone number, and email
- Desired salary
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (typically three references with contact information)

