



## **OPEN POSITION: Career Advancement Specialist (Grant-Funded Position) at the Memphis Medical District Collaborative (MMDC)**

### **Organization Overview**

The Memphis Medical District Collaborative (MMDC) seeks a **Career Advancement Specialist** to join our growing team. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, a collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and play.

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, our work is organized around six key areas of focus:

1. **Streets & Public Spaces** – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. **Development** – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. **Economic Development** – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. **Marketing and Communications** – Promoting the organization’s mission, values, and impact to various stakeholders through creatively telling the District’s and the organization’s story.
5. **Real Estate** – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. **Workforce Strategies** – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

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|-------------------|----------------------------------------------------------|
| <b>Title</b>      | <b>Career Advancement Specialist</b>                     |
| <b>Reports To</b> | <b>Senior Employer Relations &amp; Talent Specialist</b> |

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| <b>Summary</b>                       | <p>We are seeking a Career Advancement Specialist to join our team at MMDC, recognized as one of the Memphis Business Journal's Best Places to Work in 2024 and 2025.</p> <p>The Career Advancement Specialist is the primary point of contact for graduate and alumni career advancement initiatives, helping individuals continue their education, mentorship, professional development, and economic mobility opportunities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience and Qualifications</b> | <p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Education, Human Services, Workforce Development, Business, Healthcare Administration, Social Work, or a related field.</li> <li>• Two years of experience in workforce development, higher education, career services, coaching, participant services, or program coordination.</li> <li>• Strong relationship-building and organizational skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Experience coordinating multiple projects simultaneously.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Experience supporting adult learners.</li> <li>• Knowledge of healthcare career pathways.</li> <li>• Experience working with employers and colleges.</li> <li>• Salesforce experience preferred.</li> </ul> |
| <b>Salary Range</b>                  | Salary starts at \$45,000 commensurate with experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Key Benefits</b>                  | <ul style="list-style-type: none"> <li>• Hybrid schedule</li> <li>• Generous benefit package</li> <li>• Parental leave</li> <li>• Professional development opportunities</li> <li>• 401(k) employer match</li> <li>• 20 Days per calendar year of paid leave</li> <li>• At least 10 office closing days for public holidays</li> <li>• Up to 10 remote workdays while traveling</li> <li>• Phone reimbursement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Physical Requirements</b>         | <ul style="list-style-type: none"> <li>• Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds).</li> <li>• Lifting/moving supplies</li> <li>• Tasks may involve extended periods at a keyboard or workstation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

#### Essential Duties and Responsibilities:

- **Career Advancement Coordination (30%)**
  - Coordinate participant engagement in career advancement initiatives following employment.
  - Guide graduates through advancement opportunities including postsecondary education, credential attainment, and employer-sponsored career pathways.
  - Coach graduates in identifying and pursuing their next educational and career milestones through individualized advancement planning.
  - Coordinate graduate referrals into advancement programs.
- **Participant Success & Retention (25%)**
  - Coordinate graduate engagement at key employment milestones (30-, 60-, and 90-day

- milestones and beyond).
  - Conduct outreach to encourage continued engagement.
  - Celebrate promotions, credential attainment, educational enrollment, and other career milestones.
  - Identify graduates who may benefit from additional coaching or advancement support.
  - Work closely with the Job Placement & Retention Specialist and Success Coaches to ensure seamless participant support.
- **Economic Mobility & Participant Engagement (20%)**
  - Coordinate implementation of economic mobility initiatives, including financial literacy programming, incentives, and other strategies that promote long-term economic mobility.
  - Connect graduates with financial wellness resources and community supports.
  - Coordinate graduate enrollment and engagement in economic mobility programming.
  - Support graduates in achieving personal and financial goals.
- **Mentorship, Alumni & Professional Development (15%)**
  - Coordinate graduate mentorship opportunities.
  - Recruit and engage alumni as mentors, speakers, and volunteers.
  - Coordinate advancement-focused workshops and professional development events.
  - Maintain an annual calendar of advancement activities.
  - Coordinate graduate participant recognition and alumni engagement initiatives.
- **Program Coordination & Continuous Improvement (10%)**
  - Maintain graduate records within Salesforce.
  - Monitor graduate engagement in advancement initiatives.
  - Coordinate data collection related to advancement activities.
  - Identify opportunities to strengthen engagement and advancement services.
  - Prepare reports and recommendations for continuous improvement.
- **Additional Responsibilities:**
  - Performs other duties and special projects as assigned to support the mission, goals, and operational needs of the Memphis Medical District Collaborative (MMDC).

**Work Authorization:** Applicants must be legally authorized to work in the United States. MMDC does not provide employment visa sponsorship.

### **Submittal**

If you are interested in applying, please upload your resume and cover letter [here](#). Applications will be evaluated on a rolling basis, so please submit as soon as possible. In your cover letter, tell us why you are interested in this role and how your past experiences make you an ideal candidate for our growing not-for-profit, community development organization.

**NO PHONE CALLS.** For more information: [www.memphismedicaldistrict.org](http://www.memphismedicaldistrict.org)