

LaunchCode:

Company Relations Manager

LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology. Since 2013, we've launched over 2,200 careers across the nation and have provided free, skills-based training to over 6,700 driven individuals. Check out our most recent impact report [here](#).

Company Relations Manager

We're looking for a self-motivated Company Relations Manager to help us expand tech greatness in the Philadelphia area. The Company Relations Manager leads LaunchCode's efforts to identify spectacular tech job opportunities for our candidates: hunting new leads, pitching LaunchCode's success and mission to people who have never heard of us, maintaining fruitful relationships with partner organizations, and matching employers with the candidates of their dreams. The job is fast-paced and multi-faceted. It's also super fun - a pretty sweet deal if you ask us.

Responsibilities

- Execute effective business development activities including: sourcing and qualifying clients, identifying decision makers, establishing client relationships, building relationships with internal recruiters, marketing candidates, and scheduling client visits.
- Speak publicly and deliver presentations to recruit participants and hiring partners generating awareness, and ultimately, signed commitments.

- Assist in matching employer needs with suitable job candidates
- Coordinate company and candidate correspondence systems
- Assist in the development and implementation of an outreach and communications strategy
- Manage relevant data systems
- Attend local community, industry and technical user groups
- Reports to the Market Director (located in Philadelphia)

Qualifications

- Aren't terrified by reaching out to and connecting with executives -- from start-up founders to the C-suite
- Possess baller communication skills, social acuity and the ability to read people easily over the phone
- Have a keen ability to prioritize
- Are an effective team member in a high-intensity environment and able to thrive under pressure
- Have regular access to a computer & phone
- Are highly organized and detail oriented

Our Bonus Skills Wishlist

- Experience selling ice to Alaskans (or similarly incredible sales feats)
- Strong communication in IT fluency and knowledge of the local Philadelphia-area tech community & opportunities
- You take hearing NO as a personal challenge to get people to say YES

What it's like to work at LaunchCode

Are you a person who's always listening for connections? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? If so, then you've come to the right place.

You're part of changing the tech landscape and changing lives - Traditionally, tech education hasn't been widely accessible to many demographics and populations. Of LaunchCode students enrolled in courses in 2020, 50% identify as people of color and 56% identify as women. 69% come from low-to-moderate income households. After being placed in a permanent position, the average LaunchCoder more than doubles their previous salary.

You'll be part of a company that values diversity, equity, and inclusion among our staff, students, and board - In 2019, the St Louis Women's Foundation named LaunchCode as an honoree in its [employment scorecard initiative](#) for demonstrating a strong commitment to women in the workplace. [Forbes](#) also named us one of 2020's best startup employers in the U.S. But beyond the external recognition, we believe deeply in Black Lives Matter, celebrating [Pride](#) all year round, and uplifting [women in tech](#).

You'll be immersed in a culture based on shared values - We love to laugh, compete for the best GIF game on Slack, and show off our pets. We also share these values: collaboration, trust, appreciation, and being kind.

Position Type

Full-time - 40 hours/week

All full-time roles at LaunchCode come with:

- **Competitive salary** - This will be a salaried position in the range of \$48,000-55,000 base salary, with eligibility for a commission-based bonus. .
- **Benefits** - We offer competitive healthcare (including access to an HSA), dental, and vision plans, with employer premium contributions, and an optional life insurance plan. We also offer an employer match to a 401(k) plan and immediate vesting.
- **Personal Time Off** - All full-time employees get 20 Personal Time Off days per calendar year, and 10 company holidays.

- **Remote work** - We recognize that the best work environment differs from person to person, and offer remote work options.
- **Flexible hours** - Everyone has different schedules and responsibilities. We encourage you to be "online" when you work best, as long as you are available for team meetings and can communicate effectively with your coworkers.
- **Laptop and phone reimbursement** - LaunchCode provides a monthly phone stipend for full-time employees, and a laptop reimbursement of at least \$1000 for all new employees.
- **Professional development** - We offer ample internal and external opportunities for each employee's continued career growth, including a professional development stipend.
- **Paid family leave** - Employees who have been with LaunchCode for at least 6 months are eligible for a family leave plan of up to 3 weeks paid and 3 weeks unpaid. Employees who have been with LaunchCode for at least 1 year are eligible for a family leave plan of up to 6 weeks paid and 6 weeks unpaid. Family leave is offered to all eligible employees, regardless of gender.

To Apply

Apply online by filling out the form above. No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.

If we can make any accommodations for you at any point during the hiring process (online, interviewing, on-boarding), please contact hr@launchcode.org. We are happy to provide any information or resources that will make this process accessible.

We Heart Diversity

Thanks for reading this far! LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women,

LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.