



OPEN POSITION: Senior Employer & Talent Relations Specialist (Grant-Funded Position) at the Memphis Medical District Collaborative (MMDC)

Organization Overview

The Memphis Medical District Collaborative (MMDC) seeks a **Senior Employer & Talent Relations 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.

Title	Senior Employer & Talent Relations Specialist
Reports To	Senior Director of Workforce Strategies

Summary	We are seeking a Senior Employer & Talent Relations Specialist to join our team at MMDC, recognized as one of the Memphis Business Journal's Best Places to Work in 2024 and 2025. Memphis Medical District Collaborative (MMDC) is strategic Senior Employer & Talent Relations Specialist ensures training investments translate into quality placements, retention, and upward mobility, while providing employers with a single, accountable point of contact.
Experience and Qualifications	Required • Bachelor's degree in a related field or equivalent experience • Experience in workforce development, employer engagement, or talent pipelines • Strong relationship-building and stakeholder management skills • Experience supervising staff or leading outcomes-focused teams Ability to analyze outcomes data and translate insights into action
Salary Range	\$55,000 - \$65,000 commensurate with experience.
Key Benefits	• Hybrid schedule • Generous benefit package • Parental leave • Professional development opportunities • 401(k) employer match • 20 Days per calendar year of paid leave • At least 10 office closing days for public holidays • Up to 10 remote workdays while traveling • Phone reimbursement
Physical Requirements	• 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). • Lifting/moving supplies • Tasks may involve extended periods at a keyboard or workstation.

Essential Duties and Responsibilities:

- **Employer Engagement and Market Alignment**
 - Serve as the primary point of contact for employer partners across adult workforce pathways, from pre-hire through post-placement
 - Facilitate the Hire Local Council with employer partners and training providers to align programming with priority pathways and workforce demand
 - Translate employer hiring needs and quality expectations into clear placement and readiness strategies
 - Facilitate employer feedback loops to inform readiness standards, training design, and placement practices
- **Placement, Retention & Advancement Strategy**
 - Lead placement, retention, and advancement strategy across all workforce programs, with accountability for results
 - Supervise the Job Placement & Retention Specialist (JPRS), Data Analyst, and Training Specialist, aligning daily work to outcome goals

- Establish and enforce placement readiness standards, including authority to approve, delay, or pause employer referrals
- Oversee interview preparation, career readiness workshops, and hiring events to ensure quality and employer alignment
- Design and continuously improve 30/60/90-day retention and advancement strategies
- Design and lead strategies that enable upward mobility beyond first placement, supporting EMTs, MAs, LPNs, and Sterile Processing Technicians to advance into higher-wage roles through continued engagement, employer partnerships, and career pathway alignment
- **Employer- Based Exposure & Career Readiness**
 - Own employer-based exposure activities, including job shadowing, hiring events, and site visits
 - Ensure exposure experiences are intentionally sequenced to support placement readiness and advancement
 - Coordinate logistics with Operations and Administrative staff while maintaining outcomes-focused design
- **Outcome, Performance, & Continuous Improvement**
 - Partner with the Data Analyst to track and interpret placement, wage, retention, and advancement outcomes
 - Analyze trends to identify gaps, risks, and improvement opportunities
 - Translate data into actionable recommendations for program and employer engagement adjustments
 - Support leadership and funder reporting with a focus on results, learning, and impact
- **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