

## **LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT**

### **Corporate Relocation Manager – LED FastStart**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **one** Corporate Relocation Manager position to be domiciled in **Baton Rouge, Louisiana** for the LED FastStart Initiative.

#### **SUMMARY:**

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce commission (LWC). Our curriculum will be delivered during pre and post employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

LED FastStart training programs are offered to client companies on a 24/7 basis. The Project Manager will be required to travel extensively throughout Louisiana and occasionally travel outside of Louisiana and the United States.

#### **Key Duties/Responsibilities include, but are not limited to the following:**

Assist LED to successfully recruit business operations that would involve relocating existing executives and/or senior managers from other states to Louisiana and/or attracting new executives / senior managers from other states to Louisiana by:

- Developing and implementing orientation programs designed to accurately and effectively convey positive features of living in a particular Louisiana region, including schools, housing options, cost of living, recreational and cultural amenities, etc.
- Coordinating well orchestrated introductory / orientation and follow-up visits to Louisiana communities for executives and/or senior managers and their families
- Making introductions to local professional, civic and educational organizations of interest as desired by relocating executives and/or senior managers (both during and after corporate relocation decisions)
- Providing advice to corporate HR managers about how best to support the relocations of their key executives and/or senior managers
- Developing LED's overall strategy and processes to support relocations of senior executives and senior managers, including research and analysis of best practices in corporate relocations.
- Helping regional economic development groups develop and implement their own community concierge and talent relocation programs, including but not limited to highlighting best practices from inside Louisiana and other states

- Manage the alumni relocation program, including developing relationships with alumni associations of the major colleges and universities in Louisiana and working to link them up with our recruitment efforts
- Working with other LED groups (e.g., FastStart's multimedia group, LED's business intelligence team or LED's marketing/communication team) to suggest development of marketing collateral (presentations, videos, brochures, recruitment websites, etc.) to support relocation projects.

To the extent time is available, this person also will help coordinate prospect visits and/or site consultant visits that focus on community introductions (e.g., quality of life tours).

**Minimum Qualification Requirements:**

Bachelor's degree in human resources, hospitality, business, or related field and a minimum of five years experience in **business or hospitality** to include concierge, human resources, and/or event management.

**Substitution:**

Extensive Business or Hospitality industry experience (10+ years) may be substituted for the bachelor's degree requirement.

**Compensation:**

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu)

**Application Instructions:**

Applicants for this position should submit 1) a cover letter that addresses the outlined job responsibilities, 2) a resume, and 3) the names and contact information of 3 professional/work-related references to:

Assistant Director of Human Resources,  
Louisiana Community and Technical College System,  
265 S. Foster Drive, Baton Rouge, LA 70806 or

via e-mail to [fkillen@lctcs.edu](mailto:fkillen@lctcs.edu)

Applications will continue to be accepted until position is filled.