

Business Relations Specialist

Employer Engagement & Workforce Development

Workforce Development Board of South Central Wisconsin (WDBSCW)

Madison, WI

Full-Time | Monday–Friday

Salary: \$46,000–\$48,000

About Us

At the Workforce Development Board of South Central Wisconsin (WDBSCW), our small team does BIG work. We connect businesses, job seekers, and community partners with opportunities that strengthen our regional workforce and economy.

Serving Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk counties, we collaborate with employers, job centers, educational institutions, and community organizations to support workforce initiatives, talent development, and economic growth throughout South Central Wisconsin.

Our mission is to help businesses and individuals succeed by building a responsive, innovative workforce system that meets the evolving needs of our region.

Help Local Businesses Build Their Workforce

Do you enjoy networking, building relationships, and helping businesses solve challenges?

The Workforce Development Board of South Central Wisconsin (WDBSCW) is seeking a dynamic Business Relations Specialist to serve as a trusted partner to employers throughout our six-county region.

In this role, you'll spend your time meeting with businesses, learning about their workforce needs, identifying hiring and training challenges and connecting employers with workforce solutions, funding opportunities, and community resources. If you enjoy working with people, building partnerships and making a positive impact on your community, we'd love to hear from you!

What You'll Do

- Build and maintain relationships with employers across our six-county region.
- Visit businesses to understand their hiring, training, and workforce needs.
- Connect employers with workforce development programs, funding opportunities, hiring resources, and talent solutions.
- Partner with economic development organizations, educational institutions, chambers of commerce, and community organizations to strengthen regional workforce initiatives.
- Help coordinate hiring events, employer roundtables, and workforce partnership activities.

- Identify workforce trends and emerging business needs to help shape regional workforce strategies.
- Collaborate with internal staff to connect employers with qualified job seekers and workforce programs.
- Support businesses during workforce transitions, layoffs, or other workforce-related challenges.
- Maintain accurate records, reports, and employer engagement activities.

Qualifications

- Associate degree or equivalent work experience in workforce development, business services, human services, economic development, education, public administration, or a related field
- Strong interpersonal, organizational, and communication skills
- Experience building partnerships and working collaboratively with diverse stakeholders
- Ability to manage multiple priorities, meet deadlines, and adapt to changing needs
- Proficiency in Microsoft Office Suite and related technology tools
- Ability to analyze information, solve problems, and work independently and collaboratively
- Valid driver's license and access to reliable transportation for regional travel
- Flexibility for occasional evening or weekend events as needed

What We Offer

- Full-time position | Salary: \$46,000 - \$48,000
- Monday–Friday schedule (Madison-based with regional travel)
- Medical, Dental, Life Insurance - 95% employer paid!
- 401(k) with employer match
- Paid holidays, vacation & sick time
- A supportive, mission-driven team culture
- Opportunities to grow your skills and advance your career

How to Apply

Please submit your résumé and cover letter to:

Workforce Development Board of South Central Wisconsin
 3513 Anderson Street, Suite 104
 Madison, WI 53704-2607
 Email: Careers@wdbscw.org

Learn more about us at wdbscw.org