

Job Description

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| Job Title: | Executive Director for Workforce Development & Corporate Partnerships |
| Job Class: | Administrative |
| Department: | Workforce Development |
| Reports To: | President |
| FLSA Status: | Exempt / Compease Grade 15 |
| Prepared By: | Vice President Finance & Operations |
| Prepared Date: | November 2, 2017 |
| Approved By: | President |
| Approved Date: | November 13, 2017 |

SUMMARY: The Executive Director of Workforce Development & Corporate Partnerships will drive training, services, enrollment, and revenue related to workforce development, customized and contract training, continuing education, and other employer-related programs and services. The Executive Director will develop, cultivate, and own relationships with key external stakeholders by working closely with business and industry partners to determine workforce development needs, designing innovative curricula that enhance employees' skills and knowledge, recruiting students and instructors, marketing and managing these programs and services, and managing operational logistics of workforce contracts and grants. The Executive Director serves as a liaison with outside agencies, community organizations, employers, and constituencies within the College, community and workforce arena. Primary duties involve exercising discretion and independent judgment in matters of significance, such as providing direction to the College on regional workforce development matters, and assuring the College's solutions will proactively address the region's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. The Executive Director of Workforce Development & Corporate Partnerships will:

Connect the College to business and industry and create partnerships to meet the workforce needs of the Mid-Ohio Valley region.

Maintain contacts in labor, government, education and industry to promote and to develop apprenticeship and workforce/organizational development training programs.

Provide leadership and oversight for the Workforce Development department including vision, mission, goals, and success metrics. Coordinate applications and proposals, contract negotiations, performance and fiscal reporting, departmental operations, and documentation for relevant services.

Participate in formulating and administering College policies and developing and executing long-range goals, objectives, and strategies for both the institution and the department.

Serve as the primary leader responsible for completing the goals of College's strategic plan relative to workforce development.

Serve as the College liaison with businesses/industries, organizations and funding agencies, and regional workforce/economic development agencies to drive revenue and market penetration.

Create new strategic partnerships, growth of College services and programs, and increased revenue.

Serve as chief sales officer regarding the College's workforce development offerings. Lead a high performance team to achieve metrics and expectations.

Coordinate efforts related to the development, design, and implementation of curriculum for training programs, including fiscal, physical, and human resources needed to support these activities. Hire and evaluate personnel

associated with the design and delivery of programs while promoting their professional development.

Build and maintain a network of potential instructors for workforce training programs.

Develop budgets for operating, managing, and marketing the Workforce Development department.

Assure workforce development program participants have access to College services that enhance their success and completion, as appropriate.

Partner with faculty and administrators to develop pathways and/or stackable credentials from non-credit programs/certifications to credit certifications/degrees.

Partner with faculty and administrators to deliver credit courses and programs; and support experiential learning opportunities, careers services, and job placement services for students.

Collaborate with the College administrators in securing external funding to support workforce development programs. Provide oversight to implement and manage grant-funded workforce training.

Update and enforce College policies and procedures relative to workforce development, as well as applicable state and federal regulations and initiatives, and relevant accreditation regulations. Ensure compliance with mandated workforce development performance measures. Serve as the College liaison to regional and state workforce development bodies, as assigned.

Conduct workforce education research and analysis, including appropriate market research and data collection and analysis, to prepare professional reports and implement solutions that build the region's workforce pipeline.

Promote and develop apprenticeship and incumbent worker training programs with employers. Provide employers with technical assistance in identifying needs for training apprentices in specific trades and in developing a plan for this training.

Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Instructors of Workforce Development delivered programs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated commitment to student success and to enhancing teaching and learning
- Ability to work collaboratively with peers across disciplines, functional units, and external partners
- Must be open minded and a creative thinker/problem solver
- Effective verbal and written communication skills
- Strong interpersonal skills
- Knowledge of computer hardware and software applications including Microsoft Office, and project management software
- Knowledge of learning and outcomes assessment
- Experience working in the community and with community outreach
- Must have project management experience, proven leadership skills, possess excellent written and oral communication skills, and demonstrate a collaborative leadership style
- Knowledge of regional employment sectors, including industrial community
- Demonstrated knowledge of business management basics
- Experience with business development activities (i.e., public relations, marketing, sales, budgeting, contracts or grants management, personnel management)
- Excellent analytical, decision making, and problem solving abilities

- Detail oriented, able to multitask and meet critical deadlines
- Experience with writing grants and receiving funding
- Demonstrated familiarity of contract training from negotiation to fulfillment
- Knowledge of policies, systems, and operations typical to community college workforce and/or continuing education departments and programs

EDUCATION and/or EXPERIENCE: Bachelor's degree in business, engineering, technology or related field required; Master's degree preferred. Minimum of five (5) years of related work experience required with experience working in manufacturing environment preferred; business-to-business sales experience including relationship development required; demonstrated leadership skills required; and teaching experience at a community college preferred. Certified Workforce Development Professional (CWDP) or similar preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license and eligibility to operate College vehicles required.

LANGUAGE SKILLS: Excellent verbal and written communication skills. Competency in communicating with Executive level employees in business and industry.

MATHEMATICAL SKILLS: Familiarity with spreadsheets; basic math competency. Budget development and management competency.

OTHER SKILLS AND ABILITIES: Familiarity with spreadsheets; basic math competency. Budget development and management competency.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires ability to use general office equipment located in various locations throughout the campus and the ability to travel to local, regional and state locations as required. Requires prolonged periods of time on the computer and extended periods of time talking with other constituencies. Mental stresses of working under frequent interruptions and deadlines. Must be able to travel throughout campus and off campus to represent the college as needed.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Employee must be able to safely move about manufacturing facility. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position performed primarily in an environmentally controlled office, with necessary traveling between buildings on campus, to and from local, regional, and state business and industry sites and buildings as required with exposure to the elements. Occasional night and weekend work may be necessary.