

## **Job Description**

**Position Title:** Director of South Alabama Regional Workforce Development Alliance

**Reports To:** South Alabama Regional Workforce Development Alliance Board of Directors

**Salary Range:** \$80,000.00 +

### **Background:**

The South Alabama Regional Workforce Development Alliance will provide leadership, oversight and governance to the implementation of the Mobile Regional Workforce Development Strategic Plan. \*

An array of key public, private, and nonprofit sector institutions partnered to develop this Regional Workforce Development Strategic Plan. The plan comprises several primary goals: 1) to develop effective strategic partnerships among business education, training, economic development, government and faith-based and community-based organizations; 2) to understand market demands and instill flexibility in adapting to them through innovative approaches; 3) to deliver customized education and training programs to better market demands; and 4) to fully integrate and improve a workforce development system that unites all resources into a streamlined delivery system for the employees and employers in our region.

The Director SARWDA is tasked with leading this dynamic and innovative new organization, and is accountable to the Board of Directors for meeting performance goals.

### **Job Description:**

Under the direction of the Board of Directors, the Director will direct and manage the Alliance's operations as well as achieving the goals of the Alliance. The Director is not a member of the Board or any of its Committees; however, the Director does attend all Board and Committee meetings.

Principal responsibilities include but are not limited to:

- ✓ Implement and manage a system to liaison with others involved in workforce development in the region, including, K-12, postsecondary and four-year education providers, business organizations (Chambers) and those managing WIA funding.
- ✓ Manage the effective and efficient development and operation of the various sector clusters as may be defined and chartered by the Alliance.

- ✓ Develop and maintain strong, trusting working relationships with the faith-based and other NGOs to ensure open communications with all demographic and geographic segments of the region.
- ✓ Develop and foster on-going relationships with businesses and business groups to fully understand the current and future employee needs of those segments.
- ✓ Seek out and manage funding sources as needed, i.e. federal/state programs, local (city/county), public/private grants, and private training/development relationships.
- ✓ Develop, in conjunction with the State, a system of job opportunity forecasting and a means of tracking performance.
- ✓ Develop a mechanism for tracking the performance of various training and development providers, both public and private.
- ✓ Manage efficient mediums of communications for the Alliance to reduce information gaps and to facilitate cross-sectoral communication and collaboration.
- ✓ Track and manage the interaction with external public (DoL/State) workforce development entities to allow the Alliance to utilize those resources
- ✓ Develop measurement indices by which the regional workforce strategic goals can be monitored and evaluated;
- ✓ Oversee the day-to-day operations of the Alliance's office to include supervision and training of staff and consultants;
- ✓ Prepare and maintain meeting minutes, assist in preparation of annual budget, and ensure the accuracy of Alliance's reports and records.

### **Requirements:**

To effectively perform the duties of the Alliance Director, require that the individual have the following professional/personal competencies and characteristics:

- ✓ Comprehensive knowledge of the Mobile Region's business and NGO communities
- ✓ Specialized background with knowledge of employment, organizational development and planning, alliance/community building and workforce development.
- ✓ Well-developed administrative skills. Strong management skills and experience in working with various projects.
- ✓ Advanced interpersonal skills. Ability to get along with diverse personalities, i.e. politically savvy.
- ✓ Superior oral and written communication skills.
- ✓ Ability to establish credibility and be decisive—but is able to recognize and support preferences and priorities.
- ✓ Proven strong leadership skills that would allow the incumbent to collaborate with diverse groups – often with competing agendas.

## **Education and Experience:**

(1) Bachelor's degree with at least five years experience in an upper-level management position in a corporation, non-profit or governmental organization; Advanced degree preferred; (2) Demonstrated success in business planning, organizational transition & strategic planning, and communications (including regulatory agencies and internally diverse constituencies) (3) Private sector experience strongly desired; (4) Proven ability to manage budgets; (5) Previous supervisory experience required; Ability to work with individuals from a variety of backgrounds; (6) Ability to listen and communicate effectively as well as excellent presentation skills; (7) Proven ability to work successfully with teams, handling multiple projects, meet tight deadlines under pressure and proven ability to thrive in a complex work environment; (8) Demonstrated critical thinking and problem solving abilities; and (9) A demonstrated understanding of economic and community development, workforce development, and/or education, and most importantly, how these sectors intersect.

**How To Apply:** Please send cover letter, resume, salary history and expectations, and references (all of these items are required for consideration) to:

SARWDA Executive Search  
P.O. Box 990  
Mobile, AL. 36601-0990  
info@communityendowment.org  
**No calls, please.**

Closing Date: January 31, 2008

The South Alabama Regional Workforce Development Alliance is an equal opportunity employer.

\* (The Mobile Regional Workforce Development Plan can be accessed on this web site.)