

Position Description: Executive Director

City of Quincy/South Shore Workforce Development Board

The City of Quincy acting through the South Shore Workforce Development Board (SSWDB) oversees the provision of workforce development services to the 22 cities and towns in the South Shore region in accordance with the Workforce Innovation & Opportunity Act (WIOA). The Board accomplishes its mission primarily through convening industry partnerships, task forces (as needed), and standing committees, as well as by implementing training programs and events in support of SSWDB priorities. The SSWDB charters, oversees, and works in partnership with the South Shore One-Stop Career Centers. Also, it serves as a policy-setting entity responsible for administering federal and state workforce development funding for the region. The role of the Executive Director will be to ensure that the South Shore region continues to thrive and deliver excellent service to customers.

Position

The Executive Director will actively manage the overall strategic plan for the SSWDB through execution of its mission. The successful candidate will be responsible for providing staff support to a Board that is responsible for the implementation of the region's workforce development programs and for oversight and administration of federal and state funding allocations that flow into the region. The candidate must have a working knowledge of, and experience in, workforce development protocols, which includes a basic understanding of the field, core programs, and business plans.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, resource development, communications, and systems; develop timelines and resources needed to achieve strategic goals.
- Proactively engage regional stakeholders including: board members, businesses, federal, state, and local government officials, sub and ad hoc committees, partnering organizations, and funders.
- Convene partners cross-regionally as appropriate or within the region, including: businesses, colleges, schools (high schools, vocational- technical), workforce boards, career centers, adult basic education providers, mandated partners, training providers, youth service providers, and community-based organizations, in order to implement workforce initiatives.
- Maintain strong working relationships with the Chief Elected Official and other city/town officials in the region; cultivate relationships with local legislators, as well as state and federal officials.
- Provide primary support to the Board Chair; develop, maintain, and support a strong Executive Committee (Board of Directors); seek out and develop board involvement with strategic direction for both ongoing local initiatives.
- Take an active role in the senior management team; ensure effective systems to track progress toward goals; and regularly evaluate program components in order to provide measures of success that can be effectively communicated to the board, funders, and other constituents.

Resource Development & Communications:

- Expand local revenue generating/resource development activities to support new and existing programs through grants and other funding sources as well as regional expansion driven by the strategic plan, without disruption to existing high quality services or programs.
- Deepen and refine all aspects of communications—from web / social media presence to external relations with the objective of creating a strong, identifiable brand:
 1. Continue to enhance visibility for the SSWDB and achieve positive results through effective communications and proactive involvement of the business community to support the SSWDB's strategic goals; and
 2. Cultivate, maintain, and leverage relationships with all stakeholders to support the SSWDB's strategic plan and garner new opportunities.

Planning and New Business:

- Design for innovation and flexibility, building on the national vision for a highly skilled workforce; implement WIOA regulations, bringing forward new models for service delivery; implement the strategic planning process to sustain progress made in existing target sectors as well as to expand into new markets
- Begin to build partnerships in new markets and industry sectors and establish relationships with relevant funders, businesses, and political and community leaders

Financial Management and Fiscal and Programmatic Compliance:

- Develop budgets and revenue plans and track progress across fiscal years; oversee regional budget as developed by the One-Stop Operator / Fiscal Agent.
- Oversee development of the four-year Strategic Plan and the Annual Plan.
- Ensure that the SSWDB successfully attains workforce board certification; ensure that the fiscal audit and that all federal and state program monitoring activities are successfully completed without findings.

Qualifications:

The successful candidate for Executive Director is thoroughly committed to the SSWDB's mission and has proven leadership, resource development, coaching, and project management experience. Concrete, demonstrable experience and other qualifications include:

- Bachelor's degree with 10 years governmental / non-profit experience required. Advanced degree, an MBA / MPA or Masters, with at least five (5) years of senior management experience preferred (a BS with 10 years in a senior management position may be considered).
- Workforce development experience and familiarity with the south shore region, local labor market and employer base. A minimum of 8 years of supervisory experience required.
- Strong critical thinking and organizational skills with the ability to bring together collaborative groups to develop and implement workforce development programs.
- Excellent organizational skills with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Demonstrated success in working with a Board of Directors and the ability to cultivate existing board member relationships as well as identify and engage new members.
- Strong marketing, public relations, and resource development experience with proven ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal, multidisciplinary, and project management skills.
- Action-oriented self-starter, entrepreneurial and adaptable, who possesses an innovative approach to business planning and execution.
- Team player who leads by example, can motivate others to work collaboratively, and is accountable for their actions.
- Pays meticulous attention to details, meets deadlines, and displays professional and ethical behavior.

Position reports to: Director, City of Quincy Workforce Development Department

To Apply:

Send resume and cover letter to:

South Shore Workforce Development Board
15 Cottage Avenue, Suite 302
Quincy, MA 02169
Attn: Regina Zahran, Administrator Coordinator

Email resume and cover letter to:

rzahran@sswib.org (Microsoft Word documents only)

Deadline for applications: 4:30 pm on Thursday, October 6, 2016

For more information on workforce development, visit the following websites: www.southshorewib.org or www.massworkforce.com

No phone calls, please. Thank you.