

## **Workforce Development Manager Job Description**

### **Application Process:**

Email cover letter, resume, and references to: [acleggett@centralsix.org](mailto:acleggett@centralsix.org)

**JOB SUMMARY:** The Workforce Development Manager develops positive long-term relationships with business and industry representatives. He or She supports and strengthens relationships with business and industry to address workforce needs and assist with talent supply and demand. He or She will provide leadership and supervision to industry sector partnerships “clusters” and lead in creating workforce solutions for business and industry.

### **JOB FUNCTIONS:**

1. Meets with local industry representatives to determine workforce and or talent needs.
2. Assesses the business organizations and provides comprehensive evaluation of employment and training needs.
3. Develops and maintains relationships with training providers in order to develop necessary and responsive workforce solutions.
4. Provide opportunities for business and industry to assist with the development of training programs to include: apprenticeships, internships, job shadowing and work-based learning.
5. Build and maintain productive relationships with public-sector, private-sector and non-profit employers to create career pathways for future talent.
6. Build and maintain strong partnerships with economic development entities, chamber organizations and other workforce development agencies to ensure alignment and execution of collaborative workforce strategies to include: Talent Pipeline Management.
7. Provide oversight and management of industry sector partnerships “clusters” and any workforce solutions and/or outputs that result from “Cluster” input.
8. Serve as support for the Site Director for the National Fund for Workforce Solutions and participates in all convenings, meetings and conferences.
9. Gathers information for additional funding opportunities to support workforce solutions and programming.
10. Gathers labor market information, talent demand and skills requirements and translating data into meaningful information to create workforce development strategies.
11. Develop and manage a database of employers and/or industry representatives and maintain regular communication through appropriate channels.
12. Other duties as assigned by the Executive Director in response to a rapidly changing environment.

### **Qualifications:**

- Ability to accomplish organization objectives by organizing and monitoring work processes
- Proficiency in MS Office, MS Word, MS Excel, MS Powerpoint, Salesforce
- Established leadership skills including the ability to manage stakeholder groups; ability to work collaboratively with the Central Six team as well as multiple partners, including employers, community colleges government entities, policy decision makers, community based NPOs, job seekers and other key stakeholders
- Excellent communication skills; keen appreciation for follow up, follow through, and attention to detail
- Ability to work independently and without supervision
- Experience working in and with industry; good working knowledge of the region’s high demand industries especially as it relates to the workforce needs of employers
- Knowledge of economic and workforce development practices, systems, and program design; knowledge of training systems
- Exceptional oral and written communication skills, including writing, editing and making presentations to groups and individuals