



# Job Vacancy Announcement for:

**Executive Director of Workforce Development Southeast AlabamaWorks!**

## **Regional Workforce Development Council**

Southeast AlabamaWorks facilitates the implementation of programs and services that support economic and workforce development in the area and addresses the workforce needs of new and existing businesses and industries. The council is designed to be business led and market driven and shall be an integral part of a comprehensive workforce development system serving individuals and employers.

Southeast AlabamaWorks serves the following counties in southeastern Alabama: Barbour, Butler, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, and Pike.

In addition, the Council works closely with the 2-year community college system including Enterprise State Community College, Lurleen B. Wallace Community College, and Wallace Community College Dothan, other educational and training service providers, the Alabama Career Center System and other stakeholders in the region.

## **Executive Director of Workforce Development**

Southeast AlabamaWorks is seeking an Executive Director of Workforce Development to coordinate, implement, and execute all workforce development efforts in the region. The Executive Director will be an employee of the Dothan Area Chamber of Commerce and will be expected to work out of the Dothan Chamber. There are possible options for alternative workspace locations in the 10-county region, however the primary base-office will be in Dothan.

This position will be the central point of contact for any private or public entity seeking information and assistance with workforce training in the Southeast AlabamaWorks area.

The Executive Director of Workforce Development is responsible for the visionary leadership, strategic planning and execution, and the building of alliances and coordinating efforts of local business and industry, training providers, employment agencies, Chambers of Commerce, IDBs/IDAs, education officials and elected leaders in all the counties within the region.

## **Duties and Responsibilities**

- This is a high-level position in which one will need the ability to lead, plan, motivate, execute, deliver, and be accountable in a fast paced environment while also maintaining the

ability to work with a variety of business, civic, and workforce training partners all across the region and state;

- Strategically leads Southeast AlabamaWorks to create innovative tactics that advances the organizational mission, while achieving tangible outcomes;
- Manages and motivates staff and board at a high performing level and has the ability to connect with key workforce and economic development officials, elected officials, and senior management training partners within region and state;
- Guides any requests for training or assistance to the appropriate training service providers and when multiple providers are involved, assists to coordinate the activities, and follows up to ensure satisfactory results are achieved;
- Proactively and consistently goes to meet with employers and stakeholders, individually and through industry clusters, to determine the region's current and future workforce needs, and enthusiastically focuses on providing solutions to identified needs;
- Maintains a comprehensive record of visits/actions/follow-ups in the CRM database, and also ensures that staff is, as well;
- Provides data and information pertaining to key accomplishments, and any training needs and/or workforce demands in the region to stakeholders, state agencies, including the Alabama Department of Commerce, Workforce Development Division, and any other interested parties;
- Regularly communicates with Pre-K-12, postsecondary and higher education officials about the current and future workforce needs so they may, adjust their program offerings, as required by business and industry in the region;
- Publicizes, through all appropriate means, the workforce training programs available through regional training providers, and provides a central point of contact for public and private entities seeking workforce training services;
- Researches and pursues potential public and private workforce development funding opportunities for Southeast AlabamaWorks and the region as a whole;
- Meets and effectively communicates with state and local program and fiscal monitors to ensure adherence to policies, regulations, directives and recommendations;
- Coordinates the marketing and promotion of workforce development efforts for the region;
- Presents Southeast AlabamaWorks objectives and key accomplishments to individuals, groups, businesses, agencies, elected officials and organizations to encourage their cooperation, participation and to solicit suggestions, feedback and partnerships;
- Ensures that Southeast AlabamaWorks is adhering to operating guidelines as defined by the Alabama Workforce Council and meeting the accountability metrics as defined by the Alabama Department of Commerce, Workforce Development Division.
- Maintains an accurate copy of all Southeast AlabamaWorks records, paperwork, and filings;

- Performs such other tasks and duties, which are consistent with goals of Southeast AlabamaWorks, as assigned by the Executive Director of the Dothan Area Chamber of Commerce (DACC) or the Chairman of the Southeast AlabamaWorks;
- Limited support staff is provided with this position. The incumbent will be responsible for a large portion of his or her own administrative and professional functions of job. Additional assistance from DACC staff may be available with approval from the DACC Executive Director, or through the volunteer network at the discretion of the Chairman of the Southeast AlabamaWorks.

### **Minimum Qualifications and Requirements**

- Bachelor's degree from an accredited institution of higher education
- Three years of private/public sector management and/or human resources experience or equivalent
- Working knowledge of career and technical education and/or workforce development
- Possess a basic understanding of the Workforce Innovation and Opportunity Act (WIOA)
- Excellent verbal and written communications skills
- Exceptional people skills with an outgoing personality
- Strong organizational and time management skills
- Self-starter with a high degree of professionalism, resilience, tenacity and determination
- Ability to perform job function with minimal daily supervision
- Thinks “outside the box” to offer innovative ideas, concepts and solutions
- Capable of maintaining sensitive/confidential information
- Proficient in Microsoft Office programs including Outlook, Excel and Word, and various video conferencing platforms, such as Zoom, WebEx, Go To Meeting, etc.
- Must be able to work normal hours of 8:00 a.m. – 5:00 p.m., Monday through Friday; Participation in occasional early morning, evening, or weekend meetings/events is also required
- Occasional overnight out-of-town travel is required; Must have driver's license, automobile insurance, and a reliable automobile for travel within the region. Allowable business travel expenses will be on a reimbursement basis.
- Successful candidate must have their work-base or reside in the 10-county region or be willing to re-locate to the 10-county region at their own expense.
- Successful candidate must pass background check and drug screening.
- Ability to perform all essential functions of this position with or without reasonable accommodation, including regular and predictable attendance, the ability to get along well with others, and represent the Council and Chamber in a professional and positive manner.

## Preferred Qualifications and Requirements

- 5 Years experience in an executive leadership position with ability to lead from a visionary aspect.
- Experience in meeting with clients, customers and stakeholders (comfortable in an “outside sales” concept of meeting on location with business and industry)
- In-Depth working knowledge under Title 1, of the Workforce Innovation and Opportunity Act (WIOA)
- Masters Degree, or higher, from an accredited institution of higher education

## Accountability

- Reports directly to the Executive Director of the DACC while being responsible to the Chairman of the Southeast AlabamaWorks;
- It is important for the incumbent to recognize that this position is focused on the needs of the entire Southeast AlabamaWorks region, both urban and rural, and that clear communication and collaboration with both the Executive Director of the DACC and the Chairman is vital and a critical component of the day-to-day work;
- Accountable for timely, professional, and friendly response to Council members and volunteers;
- Maintains a high ethical standard in dealing with information of a highly confidential nature;
- Works cooperatively and positively with all Council members and volunteers to promote an environment of excellence and teamwork;
- Exhibits a total commitment to maintaining high quality service standards; demonstrates excellent skills in dealing proactively with prospects, members, public officials, visitors, colleagues, and all regional contacts.

## Compensation

This is a state funded position with funds being approved annually by the Alabama Legislature; however, state employee (RSA) status **is not** attached.

- Competitive compensation package including health insurance and optional 401k participation, salary range of **\$75,000-\$100,000**, commensurate with education and experience.

## Application Process

- To apply, please submit the following to [region6coo@aidt.edu](mailto:region6coo@aidt.edu):
- Resume
- Cover Letter that answers the following questions:

- 1.) What interests you most about the Executive Director position, Southeast Alabama Workforce Development Council position, and what unique skills/experience do you bring to the position?
  - 2.) The position requires working with multiple stakeholders to achieve a goal. Describe a time that you effectively led a team of multiple stakeholders to successfully achieve a goal. What challenges did you face and how did you overcome them?
  - 3.) What industries and occupations in Region 6 do you feel are in greatest need of support from the Workforce Development Council? Why are these the most critical?
- Please include your professional references
  - Deadline for applications is 5:00PM CDT, Friday, **September 4, 2020**.

Southeast AlabamaWorks provides equal employment opportunities (EEO). It is the policy of Southeast AlabamaWorks that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Southeast AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. Southeast AlabamaWorks reserves the rights to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.