

EXECUTIVE DIRECTOR SEARCH



Executive Director ***Central Six Development Council***

Central Six Development Council (CSDC- Region 4) is seeking an Executive Director to coordinate, implement, and execute workforce development efforts for Central Alabama. This position will be responsible for designing and implementing the workforce development strategy for our region to meet industry and job seeker needs in partnership with key economic development stakeholders. This person will also oversee the merger of Central Six with Innovate Birmingham, (another workforce entity in the ecosystem) and lead the organization through a pivotal transformation and rebranding effort.

The Executive Director Role

Under the direction of the Council's Executive Board, the Executive Director will direct and manage CSDC operations. Principal responsibilities include but are not limited to:

- Provide strategic direction and oversight for the development of strategy, staffing, and budget plans for a newly merged organization.
- Manage the effective and efficient development and operation of the various industry sector clusters as may be defined and chartered by the Council.
- Develop and maintain strong, trusting, working relationships with multiple partners across the region (i.e., nonprofits, faith-based, etc.) to ensure open communications with all demographic and geographic segments of the region.
- Responsible for leading and communicating effectively with the Board and providing, in a timely manner, all information necessary for the Board to function properly to make informed decisions.
- Communicate and collaborate with other entities involved in workforce development in the region and state, including K-12, post-secondary, four-year education, private training institutions, training providers, business organizations and those managing Workforce Investment Act (WIA), and other funding.
- Develop and foster on-going relationships with businesses and business organizations to fully understand the current and future needs of those segments regarding employee's skills and knowledge.
- Secure and manage public and private funding sources as needed.
- Increase the council membership of active business community members.
- Develop and utilize, in conjunction with the State, a system of job opportunity forecasting and a means of tracking performance.

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- Proactively and consistently goes to meet with employers and stakeholders, individually and through industry clusters.
 - Develop a mechanism for tracking the performance of various training and development providers, both public and private.
 - Manage efficient communications for the Council to reduce information gaps and to facilitate cross-sectoral communication and collaboration.
 - Manage the interaction with external public (Alabama Department of Labor/Alabama Department of Commerce) workforce development entities to allow the Council to maximize utilization of those resources.
 - Develop measurement indices by which the regional workforce strategic goals can be monitored and evaluated to ensure core performance indicators are met.
 - Oversee the day-to-day operations of the Council's office to include supervision and training of staff, contractors, and consultants.
 - Supervise the preparation and maintenance of meeting minutes, preparation of annual budget, and ensure the accuracy of Council's reports and records.
 - Carefully manage financial resources and the tracking of grants with appropriate performance reporting, invoicing, and audit controls.

Executive Director Position Requirements:

The following professional/personal competencies and characteristics are required:

- Comprehensive knowledge of the region's business and other non-governmental organizations.
- Knowledge of employment processes, organizational development and planning, alliance/community building and workforce development.
- Well-developed administrative skills. Strong business acumen with skills and experience in working with multiple projects. Acts with purpose and tenacity in achieving goals, turning plans into actions with appropriate speed and determination.
- Advanced interpersonal skills. Ability to get along with diverse personalities, i.e., politically savvy. Ability to modify one's own personal style to interact effectively with others.
- Superior oral and written communication skills. Ability to describe the vision in terms that are easily understood by a wide audience. Ability to make effective presentations to a variety of audiences .
- Ability to establish credibility and be decisive – in relation to preferences and priorities.
- Works effectively in a complex and rapidly changing environment. Comfortable in the use of project and planning skills and tools.
- Proven ability to collaborate with diverse groups – often with competing agendas. Ability to deal tactically with current situations while maintaining strategic focus on broader issues
- Reliable transportation needed- frequent day trips through the Region 4 counties will be expected.

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Education and Experience:

- Bachelor's degree in Business, Public Administration or related field required; Advanced degree preferred
- A minimum of five years of workforce development, economic development, or related field experience
- Demonstrated success in business planning
- Demonstrated experience in public communications
- Familiarity with Region 4 counties and workforce development needs highly desired
- Previous supervisory experience highly desired. Ability to work with individuals from a variety of backgrounds
- Previous nonprofit executive leadership experience highly desired, including experience managing and engaging a Board of Directors
- 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.
- A demonstrated understanding of economic and community development, workforce development, and education, and most importantly, how these sectors intersect
- Past track record securing and managing large grants

Compensation & Benefits

The Council provides an equitable and competitive compensation package that includes:

- Salary range commensurate with experience.
- Health and dental insurance provided by the organization
- Roth IRA Retirement plan contribution
- Paid vacation and holidays
- Monthly travel reimbursement

To Express Your Interest

The Executive Director search is managed by Tate & Associates.

To make a recommendation or apply for consideration, submit cover letter, and resume prior to November 23, 2022. Send via email to jobs@tateassociatesllc.com with "CSDC- Executive Director" in the subject line.

To ensure your resume is considered, **PLEASE** follow the submission process. And **PLEASE** – no direct emails or phone calls to the Council. They are focused on the mission, while we're focused on the Executive Director search. Thank you.

For more information about CSDC, visit <https://centralsix.org/>