

Executive Director

Central Pennsylvania Workforce Development Corporation (CPWDC) is a well established non-profit with an operational budget of \$13.5 million annually. The office is centrally located in Lewisburg, Pennsylvania and serves a nine-county region. We are seeking an Executive Director that will be responsible for all activity related to the leadership, management and operations of the CPWDC including oversight of the Workforce Investment Act of 1998 as directed by the Workforce Investment Board (WIB).

CPWDC has a long history of developing and implementing strategic initiatives that are innovative and produce a high level of impact on the regional, statewide and national workforce system and that support the growth and sustainability of the region's key industries and workforce. The CPWDC Board of Directors is seeking a candidate with a demonstrated record of creating and implementing workforce and/or economic development initiatives that positively impact customers and stakeholders. In addition the candidate must have a strong demonstrated work history in public policy and management. The ideal candidate will have the ability to understand both the operational and strategic priorities of the CPWDC and help the company continue to manage and grow existing projects and partnerships to expand the portfolio of new initiatives that will support the regional economy and workforce.

JOB DUTIES INCLUDE:

- Develop, direct, plan, and implement strategic policies, procedures and activities of corporation
- Represent corporation and ultimately assume a leadership role at local, regional, state and national workforce and economic development forums and functions
- Coordinate and link organizational activity with private sector, economic development agencies, educational institutions and other related organizations
- Develop and maintain collaborative partnerships with wide range of stakeholders and organizations
- Direct corporation's financial and budget activities
- Negotiate contracts and agreements with sub-contractors and conduct metric-based oversight of programs and operations
- Direct human resources activities of the corporation, including management of 10 staff in Fiscal, Operations, and Workforce Research and Development
- Provide oversight of all workforce development related policy, analysis and recommendations to the WIB and the Local Elected Officials Board
- Provide leadership in development of a comprehensive workforce system
- Leverage wide range of funding sources
- Provide staff support to all standing committees of the Board
- Confer with Board members and Board officers
- Prepare and present reports concerning activities, budgets and other items affecting corporation
- Lead a comprehensive and effective workforce system that is dedicated to the mission, vision and strategic goals of the WIB

MINIMUM JOB QUALIFICATIONS

- Bachelor's degree (B. A.) or equivalent in related field; or eight to ten years related experience and/or training; or equivalent combination of education and experience
- Previous experience with governmental or non-profit organizations a plus
- Previous experience managing staff required
- Previous experience in workforce or economic development a plus
- Innovative, very well organized, detail-oriented
- Strong written and verbal communication skills
- High level of professionalism

Some travel will be required. Excellent benefits. Visit our webpage at www.cpwdc.org for additional information on CPWDC. To apply, please visit your local CareerLink[®] office or send cover letter, resume and salary requirements to Erica Mulberger, Finance Manager, CPWDC, 130 Kelly Square, Suite 1, Lewisburg, PA 17837 or email to emulberger@cpwdc.org. Applications accepted through February 16, 2012. Equal Opportunity Employer.