

EXECUTIVE DIRECTOR'S RESPONSIBILITIES
SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL
11/10/11

Overview

The Executive Director leads workforce development in Southwest Washington, covering Clark, Cowlitz and Wahkiakum Counties, with offices based in Vancouver. The Council provides resources and leadership for workforce programs, linked closely with economic development efforts in the region. Funding comes largely from the federal Workforce Investment Act. Following are the principal functions of the job.

Leadership

Develop and update the Council's strategy/vision. Identify and create strategic initiatives and advocacy programs that promote workforce development that support's the region's economic development. Use innovation to determine and advance a workforce development vision. Understand and embrace the significance and nuances of regionalism, and cause the Council to engage effectively both within Southwest Washington and in the greater metro area. Recognize and capitalize on the region's wide array of workforce development resources to implement the strategic plan. Encourage the Board to take measured risks when appropriate.

Communication and Relationships

Develop strong relationships with funders, stakeholders and customers, facilitating positive engagement between the public and private sectors to advance the goals of the strategic plan. Create and maintain strong communication between all stakeholders and the public via a communication plan. Engage with elected officials, Congress and the state legislature to advance development of the region's workforce and economic development. Advocate successfully on behalf of the organization.

Integration / Coordination / Collaboration

Build "followership" through careful listening, comprehending the "big picture", motivating, energizing, persuading, influencing, and connecting the right people, partnerships, and resources to accomplish the Council's goals. Fully support the organization's commitment to close collaboration and integration with economic development. Manage and harmonize expectations and competing needs and interests while bringing the strategic plan to fruition. Guide the board; harness its skills, resources, and power; lead development of the board's vision; and guide the Council toward realizing that vision. Ensure ideas, interests, and developments are effectively communicated through the board and the entire workforce development system. Extend the Council's influence by knitting together diverse individual and organizational resources, and causing them to take leadership roles on various projects or initiatives. Integrate local resources, systems, and community aspirations toward developing and maintaining a progress toward meeting employers' needs for skilled workers. Recognize and anticipate the need to accommodate change.

Management

Serve as the chief operating officer. Manage the Council, delegate responsibility and authority, and foster partnerships. Develop and implement an organizational work plans. Lead and supervise the Council's staff, resources, and board. Supervise and develop the skills and leadership potential of staff,

setting forth clear expectations and also sharing leadership roles with staff. Successfully deploy workforce development resources to meet Council, state and federal goals. Be familiar with current and emerging workforce and economic development strategies. Maintain and further develop close working relationships with Southwest Washington's economic development councils. Develop and make available additional tools and resources for workforce development. Develop and strengthen relationships with state, local, and federal elected officials, public entities and private businesses and individuals, and the community. Manage relationships.

Establish and monitor financial controls, develop annual budget, and maintain sound financial position.

QUALIFICATIONS

The individual filling the position will have the ability to individually or through collaboration identify new and innovative ideas, and implement those ideas through a participative management style. The individual will have previously demonstrated workforce development experience either in the workforce development arena or in the business world, as well as experience in managing and supervising personnel. A four-year degree is considered a minimum qualification. Advanced training is preferred.

REQUIRED SKILLS

- Project development, marketing, and management skills.
- Knowledge of workforce development and related disciplines.
- Exceptional verbal and written communication skills.
- Ability to work with customers, investors, and the public.
- Ability to work independently and exercise judgment as well as participate in a project team.
- Ability to take direction.
- Ability to supervise and provide direction to subordinate staff.
- Some flexibility of schedule to include occasional night meetings or out of the area travel for training, etc.
- Knowledge of computer-based office systems and experience with spreadsheets, word processing, and related software in a Windows® environment.

APPOINTMENT

This is a full-time, top leadership position with a competitive compensation package. The incumbent will be subject to annual management and performance reviews by the SWWDC Executive Board. The Executive Director is an at-will employee and serves at the pleasure of the Council.

APPLICATION

Apply by e-mail to: jasmin@bereina.com **no later than November 30, 2011.**

EQUAL OPPORTUNITY EMPLOYER

The Southwest Washington Workforce Development Council is committed to ethnic, cultural, and social diversity and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.