

**EXECUTIVE DIRECTOR, INSTITUTE FOR WORKFORCE
DEVELOPMENT**

CLASS SUMMARY

Under general direction is responsible for the operations, program/resource development, and promotion of the Institute for Workforce Development. Manages the staff and programs in accordance applicable guidelines and in cooperative and collaborative community-based environment.

Representative Duties

Promotes and advances our colleges' existing offerings and programs to business and industry for the benefit of their customers and employees. Facilitates colleges' to upgrade existing programs and certificates to industry standards and or develop/expand new in-demand programs through initiating Industry Roundtables and Industry/Academia introductions and collaborative efforts. Serves on local, regional and state-wide committees to advance workforce and economic development initiatives that promote and support the mission of the District. Develops and implements contract education business plans and models designed to generate resources to support sustainability and growth; Plans, develops, organizes, implements, and manages high quality fee-based and/or grant funded workforce development programs. Researches and secures additional resources such as grants or other funding. Maintains close working relationship with funding agencies. . Works with Division Deans to coordinate contract education offerings. Develops and implements regional staff and faculty development activities related to workforce development; Establish liaisons with business and industry organizations, community and regional groups, and other educational institution. Directs business development: Promotion and marketing of workforce development fee-based and Contract Education programs through traditional and on-line marketing, outreach and public presentations to targeted groups to generate qualified leads. Sales calls and proposal generation leading to closing the sale; Recruits, orients, and schedules independent contractors, professional experts and presenters who provide assessment, training and consulting services to businesses and agencies. Directs the work and assignments of professional staff and administrative program support personnel providing assessment, customized training and consulting services to businesses; Directs, coordinates, and participates in short-range and long-range planning; conducts research and survey to determine current effectiveness and future needs, analyzes business and industry trends to identify key workforce needs; prepares related report and plan and shares with college community; Prepares and administers annual budgets for assigned programs. Manages program budget and record-keeping system. Maintains records and prepares reports to funding agencies and the district administration, and prepares grant applications for funding. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department. Performs other related duties as required to achieve district or program objectives and activities, and to meet grant/contract conditions and obligations.

ORGANIZATIONAL RELATIONSHIP

This class reports to the designated administrator/supervisor.

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DESIRABLE QUALIFICATION GUIDE

Training and Experience

Master's degree or higher from an accredited institution in a related area, a minimum of five years of related experience in business development, contract training, grants/cooperative agreements/performance-based contracts, management and administration of programs for businesses in a community college setting.

Knowledge and Abilities

Knowledge of: strategic planning to attain sales and marketing objectives, training methodologies, training delivery, particularly in workplace environments, curriculum development, basic skills, language and technical skills assessment, sales and marketing principles and practices, proposal and grant writing, principles of economic development, and business organizations. Ability to: successfully manage a highly visible community-based program, manage demanding priorities, effectively manage and supervise program resources and personnel, successfully develop and complete grants and other funding applications, assure accurate and complete records, develop effective working relationships both within the District and in the community, operate effectively within a highly regulated work environment.