



Position: Workforce Development Director

Type: Full-time Position

JOB SUMMARY:

The Workforce Development Director develops positive long-term relationships with business and industry representatives. He/she supports and strengthens relationships with business and industry to address workforce needs and assist with talent supply and demand. He/she will provide leadership and supervision in creating workforce solutions for business and industry.

JOB FUNCTIONS:

- 1) Meet with and develop productive relationships with local industry representatives to assess workforce and/or talent needs.
- 2) Develop and maintain strong relationships with training providers to develop responsive workforce solutions.
- 3) Provide education and opportunities for business and industry to develop relevant training programs including apprenticeships, internships, job shadowing and work-based learning.
- 4) Build and maintain strong partnerships with economic development entities, chamber organizations and other workforce development agencies to ensure alignment and execution of collaborative workforce strategies to include Talent Pipeline Management.
- 5) Provide oversight and management of open enrollment courses, including recruiting, scheduling, and registration.
- 6) Execute sales calls for contract training alongside educational partners.
- 7) Gather information for additional funding opportunities to support workforce solutions and programming.
- 8) Understand workforce and training trends and apply data collection to develop meaningful and impactful workforce development strategies.
- 9) Manage a database of employers and/or industry representatives and maintain regular communication through appropriate channels.
- 10) Other duties as assigned by the President of FEDC in response to a rapidly changing environment.

QUALIFICATIONS:

- Proficient in MS Office, MS Word, MS Excel, MS PowerPoint, Salesforce.
- Proven leadership skills with the ability to engage key stakeholders and work collaboratively with various partners including, training partners, government entities, job seekers and community organizations.
- Detail oriented, self-motivated, independent worker with strong follow through
- Experience working in and with industry; good working knowledge of the region's high demand industries especially as it relates to the workforce needs of employers.
- Knowledge of economic and workforce development as well as training practices, systems, and program design.
- Ability to accomplish key objectives as outlined in Strategic Plan and as identified in current workforce and training needs.
- Exceptional oral and written communication skills including writing, editing, and making presentations to groups and individuals

ADDITIONAL INFORMATION:

- 40 hours/week
- Ability to lift at least 20 pounds (equipment moving, etc.)
- Minimal travel may be required
- Must have a valid Ohio Driver's License

The successful candidate will work out the Fostoria Learning Center.

The Fostoria Economic Development Corporation will review resumes and interview qualified candidates on a rolling basis through February 17th or until the position is filled.

Interested parties should email their resume and cover letter to President@fostoriaedc.org

The Fostoria Economic Development Corporation and the Fostoria Learning Center are equal employment opportunity employers.