

Job Opportunity

Executive Director

Central AlabamaWorks

(Region 5 Workforce Development Council)

Regional Workforce Development Councils were established to provide a direct link to the workforce needs of business and industry at the local level. The Councils are business-driven and business-led and work with their member counties to develop a regional strategic plan and comprehensive workforce development system that supports local economic and job development activities.

Central AlabamaWorks encompasses thirteen (13) Alabama counties: Autauga, Bullock, Chambers, Coosa, Dallas, Elmore, Lowndes, Macon, Montgomery, Lee, Perry, Russell, and Tallapoosa.

The Director is responsible for the successful development, leadership, and management of the organization in accordance with the strategic direction set by the Board of Directors. Reporting to the Board of Directors, the Executive Director will be responsible for the day-to-day operation of the organization, establishing and executing major goals/objectives of the organization, implementing policies established by the Council, evaluating the effectiveness of all organization operations, and representing the organization to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public.

The Executive Director will be responsible for securing adequate funding through both the public and private sectors, securing the financial stability of Region 5.

Primary Duties and Responsibilities

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Develop an operational plan which incorporates goals and objectives that fulfill the workforce development needs of Central AlabamaWorks
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Council
- Identify, assess, and inform the Council of internal and external issues that affect the organization

- Represent the organization at community activities to enhance the organization's community profile
- Oversee the efficient and effective day-to-day operation of the organization
- Work with the Board of Directors to prepare a comprehensive budget
- Work with the Council to secure adequate funding for the operation of the organization
- Ensure that Generally Accepted Accounting Principles (GAAP) are followed for all financial transactions
- Administer the funds of the organization in accordance with the approved budget and monitor the monthly cash flow of the organization
- Provide the Council with comprehensive, regular reports on the revenues and expenditure of the organization
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Travel throughout the 13-county region as needed
- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures, and practices, including the development of job descriptions for all staff
- Coach and mentor staff as appropriate to improve performance
- Inform stakeholders to communicate the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with educational institutions, community groups, donors, funders, elected officials, and other organizations to help achieve the goals of the organization.

Minimum Qualifications

- 5-8 years of documented experience managing and developing workforce development or related programs in education, government, or business/industry (direct experience with business/industry highly preferred) is required
- Bachelor's degree from an accredited College/University, in Business, Human Resources, Education, or a related field is required
- Documented leadership and management abilities within an organization is required

Preferred Qualifications

- Knowledge of grant writing process and ability to seek out and secure grant funding
- Experience working with government and non-profit agencies to secure funding and develop programs
- Experience with public relations and marketing
- Ability to make presentations to a variety of groups
- Ability to travel throughout the 13-county area and other locations as needed.
- Knowledge of leadership and management principles as they relate to non-profit/ volunteer organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, health coverage, etc.
- Experience working with boards and community volunteers; knowledge of the principles of planned

giving and experience with planned-giving campaigns; ability to work effectively as part of the leadership team, staff, volunteers, and the general public; belief in the organization's mission, vision and programs and the ability to effectively articulate these to funders and prospective funders and donors

- Strong work ethic and excellent interpersonal skills; exceptional integrity, trustworthiness, and ability to maintain absolute discretion and confidentiality with proprietary information; willingness to test new ideas, measure results, and maintain focus on goals of the organization
- Computer proficiency (Microsoft Office, Email, Internet Research)

Compensation

Competitive compensation package including health insurance and optional 401K, salary commensurate with education and experience.

Application Process

Applicants must meet the minimum qualifications and must submit a complete application packet by January 27, 2017 to be considered for the position.

A completed application packet consists of:

- A cover letter addressing how you meet the minimum qualifications
- An updated resume with a list of three professional references and contact information
- A letter(s) from current or former employer verifying required work experience.

E-mail application packets to:

jormond@centralalabamaworks.com

A search committee will review applications; selected qualified applicants will be interviewed; finalists will be recommended to the Board of Directors for final interviews and selection.