



## **POSITION OPENING: Executive Director - Workforce**

**Introduction:** The Executive Director for the Michigan Workforce Development Institute (WDI) is responsible for the overall administration of WDI. This position provides coordination and collaboration in setting and executing the WDI goals and objectives and is accountable for the strategic implementation of the WDI initiatives, policies, and directives. This position is also responsible for providing operational and administrative oversight of comprehensive workforce development programs and activities that serve the job seeker and the business community. It ensures the integrity and effectiveness of such programs and compliance with applicable Federal, State, and local program regulations and guidelines. This position reports directly to the Chief of Staff for the MI AFL-CIO.

### **Duties and Responsibilities:**

- Supporting Board Members
- Provides counsel and support, including open, direct, and responsive communication for the WDI, its Standing Committees, and all ad hoc committees,
- Work proactively and cooperatively with workforce and economic development organizations,
- Oversees the development and implementation, and execution of the WDI's goals, objectives, and strategic plan,
- Provides support to community policy boards and committees, confers with the MI AFL-CIO board or committee members regarding program goals, policies, and activities; implements department policies under applicable laws and regulations,

### **Managing Policy and Legislative Issues**

- Interprets the Workforce Innovation and Opportunities Act (WIOA) and other workforce legislation for the WDI and provides policy options for WIOA implementation,
- Ensures compliance with all federal and state rules and regulations,
- Responsible for keeping abreast of all legislative and regulatory developments and current issues through continued education and professional growth; attending conferences, workshops, and seminars as appropriate.

### **Leading Strategic Planning and Research**

- Leads the coordination, development, and implementation of the MI AFL-CIO's vision, mission, and the strategic plan,
- Conducts assessments of employers' needs to determine the future direction of services,
- Provides information and assists in writing, researching, designing, and developing reports on workforce development programs. Researches and compiles a variety of information and data, analyzing alternatives and recommendations for implementation,
- Responsible for the overall monitoring and compliance of mandated performance measures,
- Oversees operations for all the workforce development data gathering; WDI resolutions, contracts, state/federal grant applications, forms, and other materials for completeness, accuracy, and compliance with State policies and procedures.

### **Developing and Managing Community Relations**

- Builds and manages strategic partnerships to increase the coordination of local and regional investments in workforce development (e.g., chambers of commerce, educational institutions, community-based organizations, private and non-profit organizations, organized labor, economic development organizations, local and state government, and other appropriate organizations/individuals),
- Serves on other committees or boards within the region as appropriate,

- Represents WDI at state and national conferences; oversees outreach, public relations, and marketing operations of the department, including media relations, website development, and social media presence,
- Serves as the chief media contact for WDI related inquiries

#### **Managing Fiscal and Administrative Issues**

- Assist the CFO to oversees fiscal management, including the development of administrative budgets,
- Oversees the operation and administration of the local Workforce Development One- Stop Career Centers, including evaluating services and ensuring customer satisfaction,
- Negotiates Memorandums of Understanding and Infrastructure Agreements with One- Stop Partners on behalf of The MWA and the MI AFL-CIO boards,
- Monitors local and organization funding needs; actively seeks discretionary and other
- grant funding for innovative programming,
- Oversees the management and negotiation of contracts as well as contracted service providers involved in the implementation and direct delivery of workforce development programs,
- Oversee the development of board policies and administrative procedures, including
- personnel, budgeting, planning, and general administration,
- Oversees the development and implementation of performance standards, customer satisfaction, and continuous improvement systems,
- Evaluates program and employee performance and assure compliance with program regulations through on-site observations and review of records. Makes recommendations to improve program activities,
- Organize, assigns, or delegate responsibility for work assignments while retaining overall accountability.
- Collaborating with H.R. regarding new hires, evaluations of the performance of all employees, and assuring necessary training and professional development of WDI staff,
- Administers recognition and disciplinary action according to established procedures,

#### **Required Knowledge, Skills, and Abilities**

- Workforce Development Public Policy Understanding
- Experience with working with Board staffing, structures, and rules of order,
- Experience regarding laws, regulations, and fiscal management,
- Thorough knowledge of programming, business, and grant administration principles and practices.

#### **Strategic Visioning**

- Demonstrates a broad vision for workforce development
- Understanding and believing in the mission of the MI AFL-CIO,
- Exhibits a service-oriented mindset,
- Ability to differentiate between and prioritize essential issues from less important,
- Understands differences between policy and operational matters,
- Thorough knowledge of budgeting, personnel administration, and resource management,
- Demonstrates and promotes change and change management.

#### **Project Management Skills**

- Strong analytical ability and technical competency,
- Ability to work independently with minimal supervision,
- Ability to pay attention to and follow through on details,
- Commitment to getting results by being diligent and passionate about work,
- Ability to anticipate issues and conflicts and manage proactively,
- Negotiation skills.

### **Relationship Building and Management Skills**

- Ability to assess, build, and manage key stakeholder relationships,
- Ability to influence through relationships, not power,
- Ability to relate effectively with people,
- Strong leadership ability,
- Ability to work effectively with elected officials, advisory groups, private sector, and community organizations,
- Ability to work well with staff and Board members,
- Ability to represent the Board effectively in all venues,
- Ability to develop staff capacity.

### **Interpersonal Attributes and Skills**

- Ability to serve as the face of the WDI within the multiple counties that constitute the MI AFL-CIO and MWA,
- Ability to communicate effectively orally and in writing demonstrated public speaking, including the ability to influence appropriately,
- Open, flexible, direct, honest, fair, and possesses a high level of integrity and compelling modesty,
- Acts with quiet, calm determination,
- Has a sense of leadership humility, gives credit for the success of the organization to other people,
- Takes proper responsibility for poor results and does not blame other people or factors.

### **Education and Employment Experience**

- Bachelor's degree in Business Administration, Public Administration, or a closely related field; master's degree preferred,
- Knowledge of federal and state workforce development programs and policy,
- Minimum of three (3) years of experience working with boards, councils, committees, and other public decision-making bodies,
- Experience in planning, as well as policy development and implementation,
- A valid diver's license is due to required travel,
- Experience working with the community, public and non-profit organizations, and all levels of government,
- Experience working with corporate executives and volunteers,
- Minimum of five (5) years of experience in a senior management level position requiring direct employee supervision, project management, coordination of resources, public exposure, and short and long-term planning.

**How to Apply:** Please submit a resumé, brief cover letter, and design portfolio to [work@miaflcio.org](mailto:work@miaflcio.org).

**Compensation:** \$60,000.00 – 78,000.00