



## Director, Workforce Innovation and Business Partnerships + Development

### JOB DESCRIPTION

**Position Overview:** The Director of Workforce Innovation and Business Partnerships + Development will play a crucial role in advancing local workforce development by overseeing WIOA On-the-Job Training (OJT), Incumbent Worker Training (IWT), Apprenticeships and other key Business Services initiatives for Greater Memphis. This role combines strategic vision with practical management to enhance workforce capabilities and foster strong business relationships.

The **Director of Workforce Innovation and Business Partnerships** plays a pivotal role in connecting job seekers, employers, and training programs. Here are some key aspects of their job:

#### Key Responsibilities:

1. **Program Oversight and Management:**
  - Lead the planning, execution, and assessment of WIOA OJT and IWT programs, ensuring that programs align with WIOA provisions, which emphasize collaboration, innovation, and effective service delivery.
  - Evaluate program performance and implement improvements to maximize effectiveness and efficiency.
2. **Strategic Planning and Innovation:**
  - Develop and implement innovative strategies to address workforce challenges and opportunities, keeping pace with industry trends and skills demands.
  - Cultivate partnerships with businesses, educational institutions, and community organizations to expand program impact.
3. **Stakeholder Engagement:**
  - Establish and maintain relationships with employers, industry leaders, and community partners to support training initiatives and address workforce needs.
  - Act as the primary liaison for employers, providing guidance on program requirements and addressing any concerns.
4. **Program Administration and Compliance:**
  - Ensure all programs adhere to regulatory standards and organizational policies.
  - Manage budgets, prepare reports, and maintain documentation to ensure transparency and accountability.
  - Responsible financial stewardship is crucial. The director monitors and controls the division budget, ensuring that allocated funds are used effectively.
5. **Team Leadership and Development:**
  - Supervise and support a team of program coordinators and staff, promoting a collaborative and innovative work environment.
  - Provides effective training and support and supervises staff performance
  - Provide mentorship and professional development opportunities to enhance team performance.



**6. Data Analysis and Reporting:**

- Analyze program data to track progress, identify trends, and produce reports for stakeholders and funding agencies.
- Use data insights to make informed decisions and drive program improvements.

**7. Community Outreach and Advocacy:**

- Represent the Greater Memphis local workforce board at events, conferences, and meetings to advocate for workforce development and enhance the organization's presence.
- Increase community awareness of available programs and services.
- Serves on work groups and manages special projects and assignments as required

**Qualifications:**

- Bachelor's degree in Business Administration, Human Resources, Workforce Development, or a related field. Advanced degree preferred.
- Relevant experience in workforce development, business services, or program management, with a focus on training and development.
- Strong knowledge of WIOA regulations and other workforce development policies.
- Excellent communication, negotiation, and interpersonal skills for engaging with diverse stakeholders.
- Proven ability to manage multiple projects and priorities effectively.
- Proficiency in data analysis and program evaluation.
- Valid Driver's License in good standing and proof of current automobile insurance required

**Preferred Skills:**

- Experience with innovative workforce development practices and technologies.
- Familiarity with local labor market trends and economic development.
- Leadership experience in a complex, multi-stakeholder environment.

**Working Conditions:**

- Full-time position with a combination of office-based and community-facing duties.
- Occasional travel within the local area for meetings and events.

Salary: Commensurate with experience.

**Application Process:**

Candidates interested in the Director of Workforce Innovation and Business Partnerships role should submit a resume, cover letter, and references detailing their relevant qualifications and experience to [acovington@memphischamber.com](mailto:acovington@memphischamber.com) by September 4, 2024.

