Manager for Strategic Initiatives

JOB DESCRIPTION

**Position Overview:**

The Manager for Strategic Initiatives is responsible for leading and managing key strategic projects and initiatives that support the goals of the Workforce Development Board. This role involves coordinating efforts to enhance workforce programs, building partnerships, and ensuring alignment with organizational strategies and community needs.

**Key Responsibilities:**

1. **Strategic Initiative Management:**
   * Develop, implement, and oversee strategic initiatives to advance workforce development objectives.
   * Identify and assess emerging trends, opportunities, and challenges in workforce development.
   * Ensure strategic projects align with the board’s mission, goals, and performance metrics.
2. **Project Oversight:**
   * Manage project planning, execution, and evaluation, including setting timelines, budgets, and performance goals.
   * Coordinate with internal teams and external partners to ensure successful project outcomes.
   * Prepare detailed project reports and presentations for senior management and stakeholders.
3. **Stakeholder Collaboration:**
   * Cultivate and maintain relationships with key stakeholders, including businesses, educational institutions, government agencies, and community organizations.
   * Facilitate stakeholder meetings, workshops, and forums to drive collaboration and gather input on workforce development needs.
4. **Data Analysis and Reporting:**
   * Analyze workforce data and trends to inform strategic decisions and initiatives.
   * Develop and deliver comprehensive reports on project status, impact, and outcomes.
   * Utilize data to recommend improvements and adjustments to strategic plans.
5. **Resource Development:**
   * Identify potential funding opportunities and develop proposals to secure financial support for strategic initiatives.
   * Manage relationships with funding organizations and ensure compliance with grant requirements.
6. **Communication and Outreach:**
   * Design and implement communication strategies to promote strategic initiatives and enhance public awareness.
   * Represent the Workforce Development Board at events, conferences, and community meetings.
7. **Team Leadership:**
   * Supervise and mentor staff involved in strategic projects and initiatives.
   * Foster a collaborative and high-performance work environment.

**Qualifications:**

* Bachelor’s degree in Business Administration, Public Administration, Human Resources, or a related field (Master’s degree preferred).
* At least 3 years of experience in project management, strategic planning, or a related field.
* Demonstrated ability to manage complex projects and lead cross-functional teams.
* Strong analytical skills and experience with data-driven decision-making.
* Excellent communication and interpersonal skills.
* Proficiency in Microsoft Office Suite, project management software, and data analysis tools.
* Knowledge of workforce development principles and practices is preferred.

**Working Conditions:**

* **Environment:** Office environment with occasional travel required for meetings and events.
* **Hours:** Full-time, Monday through Friday, with occasional evenings or weekends as needed.

**Application Instructions:**

Interested candidates should submit a resume, cover letter detailing their qualifications and experience and 3 professional reference to [bwilks@greatermemworkforce.com](mailto:bwilks@greatermemworkforce.com) by September 27th Please include “Manager for Strategic Initiatives” in the subject line.

**Equal Opportunity Employer:**

The Greater Memphis Workforce Development Board is an equal opportunity employer and encourages applications from individuals of all backgrounds.