



Director, Economic Insights & Risk Management

Location: Greater Memphis Workforce Development Board

Reports To: Executive Director

Position Summary: The Director, Economic Insights & Risk Management plays a crucial role in guiding the Greater Memphis Workforce Development Board's strategic decisions by analyzing economic trends and managing potential risks. This role will ensure the integrity and accuracy of reporting, compliance with regulations, and effective resource allocation to support workforce development initiatives.

Key Responsibilities:

- Collect and analyze data to evaluate the impact and probability of identified risks and produce reports to facilitate informed decision-making.
- Provide creative alternatives and recommendations to reduce costs and improve financial performance
- Develop economic forecasts and models to support strategic planning
- Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
- Develop and implement risk management policies and procedures.
- Assist with development of annual budget for the activities of the Local WDB and any other grants throughout the program year.
- Assist the Executive Director with the MOU/IFA annual process and/or modifications throughout the program year. This includes negotiations with required partners on the methods for funding the infrastructure costs of one-stop centers in the local area.
- Develop cost allocation plan annually
- Partner with cross-functional teams to ensure operational efficiencies
- Coordinate with external auditors during annual audits, ensuring all documentation is accurate and accessible.
- Analyze funding sources and financial resources to support strategic initiatives and programs and provide financial insight and recommendations to the Executive Director and Board on funding opportunities and sustainability.
- Supervise staff, providing mentorship and professional development opportunities.
- Build and maintain relationships with funding agencies, community partners, and stakeholders.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Finance, Business Administration, or a related field; Master's degree preferred.



- Minimum of 7 years of progressively responsible financial management experience, preferably in a non-profit or public sector environment.
- Strong knowledge of financial regulations, compliance, and reporting requirements.
- Excellent analytical skills and attention to detail, with the ability to interpret financial data.
- Proven leadership and team management experience.
- Exceptional communication and interpersonal skills, with the ability to engage with diverse stakeholders.

Work Environment: The Director, Economic Insights & Risk Management will work in a collaborative office environment, with occasional travel for meetings and events. Flexibility and adaptability are essential in a dynamic workforce development landscape.

Application Process:

Interested candidates should submit a resume, cover letter detailing their qualifications and experience and 3 professional references to acovington@greatermemworkforce.com by October 11th. Please include “Director, Economic Insights & Risk Management ” in the subject line.