

## **Job Description**

### **Executive Director of Worksource Atlanta**

#### **Position Summary**

Reporting directly to the President & CEO of Invest Atlanta and the WorkSource Atlanta Board of Directors, the Executive Director is responsible for the overall strategic management of the workforce development agency. This position will provide results-based leadership in support of a workforce system while ensuring that the Board and Agency operate in compliance with the Workforce Innovation and Opportunity Act (WIOA) and meets all performance and administrative requirements. The Executive Director will lead a professional staff and maintain strong working relationships with public and private organizations and businesses while developing partnerships with other education, workforce, philanthropic, nonprofit and economic development agencies to support the City's strategic priorities and the mission of WorkSource Atlanta.

#### **Essential Duties and Responsibilities**

##### **Leadership and Management**

- Demonstrate thorough, in-depth knowledge of the principles, methods, and procedures to administer WIOA Adult, Youth, and Dislocated Worker grant funds as well as other related federal and state grants/funds, employment and training legislation, programs, and regulations
- Ensure organizational compliance with all WIOA guidelines pertaining to programs and seamless integration into the overall system delivery model
- Ensure ongoing local engagement and continuous improvement in all activities, including program & service delivery, evaluation & performance management, finance & administration, grants management, communications, human resources, community outreach, and organizational development
- Lead, coach, develop, and retain staff to ensure effective management of workforce development programs
- Provide leadership and support to the board, communicating all information necessary for the board to function well and make informed decisions; seek and build board involvement in resource development, providing oversight and setting the strategic direction for the organization
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##### **Business Planning and Finance**

- Ensure financial controls, accounting procedures, procurement, contracting, and grants management are established and maintained
- Identify and secure as appropriate and viable, funding and grant opportunities consistent with the organization's mission
- Oversee and lead annual budgeting and planning processes
- Supervise the protection of assets and the fiscal integrity of the organization
- Create, maintain, and lead a culture of accountable, ethical financial stewardship

for the organization's financial and tangible resources.

### **Strategy and Communications**

- Collaborate closely with community, county, regional, state, and national organizations to ensure workforce development efforts are successful in addressing the economic development priorities of the local area and region
- Maintain organizational visibility and provide leadership in the community by being active and involved with relevant professional, civic, and business organizations in the community, region, and state
- Oversee clear, high-quality communications messaging and presence on the web, on social media, in public campaigns, and in community actions; serve as the primary spokesperson for public events and media
- Prepare reports noting trends or escalating issues; respond to requests for information from interested parties such as board members, media, government officials, and the general public
- Identify and secure or develop collaborative ventures and additional resources in support of the organization's mission

### **Desired Skills and Characteristics**

- Results Oriented – Set and attain challenging goals
- Strategic Decision Making – Gather, organize, and evaluate information; establish short- and long-term goals; execute a plan of action and adjust, if required
- Program Management – Design, implement, and manage multiple programs and direct the related personnel and resources to ensure successful execution of program activities
- Political Savvy – Ability to exhibit confidence, at the highest levels of public and private organizations, and professional diplomacy while effectively relating to people at all levels internally and externally
- Business Acumen – Use economic, financial, market, and industry data to understand and improve business results, understand industry trends, and leverage understanding of the organization to contribute to effective business strategies and tactics
- Collaboration – Ability to work cooperatively with others to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results
- Change Leadership – Provide direction and focus during the organizational change process and assist with the development of strategies to manage the change process
- People and Organizational Development – Commit to plan and support the development of staff and identify new technical and/or business capabilities needed to improve organizational performance and efficiency

## **Education and Experience**

A bachelor's degree in business or public administration, social work, public policy, urban planning, economics, or a related field from an accredited four-year college or university, or equivalent combination of education and experience is required.

Ten to fifteen years of progressively responsible management experience in one or more of the following: human or social services, public policy, workforce planning, and/or career services in a for-profit, nonprofit, and/or government environment is required. Nonprofit executive management experience is preferred.

**Resumes should be submitted to:** [jobs@investatlanta.com](mailto:jobs@investatlanta.com)

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled, and veterans are encouraged to apply.