

Executive Director
Westmoreland-Fayette Workforce Investment Board
Youngwood, PA

MISSION AND VISION

The Westmoreland-Fayette Workforce Investment Board (WFWIB), a 501(c)(3) nonprofit organization, leads workforce development activities in the Westmoreland and Fayette County area to help individuals attain the skills necessary for viable employment, and to help employers become competitive in the global economy. With a number of partners and initiatives, the WFWIB provides assistance to businesses and job seekers through internet resources, contacts, and local career centers. The WFWIB's mission is **to lead regional workforce development activities in order to assist individuals in obtaining the skills needed for today's workforce and to help employers retrain, hire and retain skilled workers.**

The WFWIB serves its mission through the following core areas:

- **Career Development:** the WFWIB responds to the needs of the community by building and enhancing career development and workforce training system.
- **Funding Guidance:** the WFWIB works to affect change to invest federal and state funding channeled to the areas of greatest need.
- **Connection:** the WFWIB convenes all public and private stakeholders to coordinate workforce development activities with economic development strategies.

The strategic vision of the WFWIB is a job for every worker and a worker for every job. This vision is employer-focused, with an emphasis on building industry partnerships with healthcare, advanced manufacturing, energy, and transportation. As a Title I Career Services provider, WFWIB utilizes PA CareerLink to offer a wide range of services to employed, as well as unemployed adults who are seeking a job or job training. In partnership with the PA Department of Labor & Industry, PA CareerLink also provides services for businesses that are seeking new employees, or training for current employees.

The WFWIB believes that there are four keys strategies to achieving this vision:

- To ensure that workforce investments are based on labor market and economic analysis.
- To develop a skilled workforce trained for high demand/high priority occupations
- To manage employer driven industry partnerships in high growth/economically critical industries.
- To prepare youth for careers in high growth/economically critical industries.

For more information, please visit: <https://www.westfaywib.org/>

ORGANIZATION INFORMATION

With seven dedicated employees and a 29 member board of directors comprised of 51% majority business, community-based organizations, economic development agencies, education, labor and public sector partners, WFWIB has an annual budget of approximately \$12 million for operations and programs. Funding is primarily through the Workforce Innovation and Opportunity Act (Adult, Dislocated Worker, and Youth), Temporary Assistance for Needy Families, and discretionary funds from both the PA and US Departments of Labor.

As part of its comprehensive approach to labor development, the WFWIB is engaged in two regional workforce efforts which are designed to better connect jobseekers with employers and build pipelines of talent and support for its High Priority Occupations: the Southwestern Pennsylvania Manufacturing Partnership and the Greater Pittsburgh Metals Manufacturing Community. These efforts support the goal of expanding public-private investment in the state's pipeline of workers and in training incumbent workers for targeted industry sectors.

POSITION OVERVIEW

The new Executive Director will be talented and visionary, uplifting the WFWIB to continue to grow its mission. The Executive Director will provide overall leadership and administration for the WFWIB while working in tandem with a dedicated Board. As the public face of the WFWIB, this new leader must demonstrate mastery of workforce development and labor concerns while holding to the guidelines and regulations of numerous PA agencies. The new Executive Director will be a self-starter with demonstrated commitment to the sustainability and growth of Westmoreland and Fayette counties through key programs while representing the organization with integrity and exemplary interpersonal skills at all times.

The Executive Director is primarily responsible for the following:

Leadership and Management

- Oversees the WFWIB's operations including fiscal management, regulatory compliance and partnership oversight.
- Develops and maintains quality and performance standards for all WFWIB activities: conducts surveys, gathers data, prepares reports, draft policies and procedures for Board review and approval, and implements and monitors plans, actions, and policies and procedures.
- Manages the Staff with transparency and respect, creating a workplace that is professional and positive. Engages employees in strategic discussions and empowers them to work autonomously.
- Works directly with CareerLink staff to develop and resolve service and training issues within the local CareerLink system.
- Maintains open channels of communication with both Board members and service centers in order to solicit feedback to better perform duties as a servant-leader.

Partnerships and Community Relations

- Acts as the primary liaison for the Board with CareerLink Operators, providers, and the local business and professional community. Maintains and supports the CareerLink Operators' activities consistent with the WFWIB's policies and procedures.
- Stewards relationships with relevant industries to increase competitive advantage through workforce development activities.
- Provides information and analysis to economic development organizations on local workforce trends.
- Cultivates rapport with key decision-making bodies including local community partners and government entities.
- Represents and serves as the chief spokesperson and advocate for the WFWIB in the community.
- Develops an impact narrative of the WFWIB and finds venues to tell that story.

Board Relations

- Develops, maintains, and supports a high-performing and passionate Board of Directors.
- Provides on-going education to the Board of Directors on emerging issues and unmet needs.
- Generates and tracks metrics that monitor the performance of the organization with respect to the mission and key objectives of the organization.
- Maintains current information regarding the WFWIB and workforce development in Pennsylvania and assists the Board to analyze labor markets and other data for policy decisions.
- Provides leadership in developing organizational, program, and financial plans with the Board of Directors and carries out plans and policies authorized by the Board.
- Develops special programs as directed by the Board complete with additional funding sources, proposals, and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

The new Executive Director must be passionate and knowledgeable about workforce development, labor markets and community development. All candidates should have proven leadership, relationship management, and customer service experience, as well as possess a combination of the following skills and attributes:

- Educational background that is relevant to the work expected.
- At least five years of progressively responsible experience in leadership and management. The area of workforce development or related field preferred.
- Familiarity with the Workforce Innovation Opportunity Act (2014) public law and regulations.
- Past success working collaboratively with partners, including but not limited to corporate and business leaders, like-minded organizational partners, and a Board of Directors.
- An understanding of RFP process and reporting.
- Strong knowledge of data gathering and metrics including needs assessments, quality evaluations, and labor market analysis.
- Demonstrated success in creating and promoting a diverse, inclusive, and respectful workplace environment. Working style that is transparent, encouraging, and collaborative.
- Experience and confidence with public speaking before a wide range of professionals and community audiences.
- Great interpersonal skills including strong verbal and non-verbal communication.
- Advanced strategy and planning skills; demonstrated success with program development.

PERFORMANCE OBJECTIVES

In the near term, the Executive Director will be expected to continue to deliver outstanding outcomes while successfully addressing the following in the first six-months:

- Meet individually with Board members, Staff members and each program partner to learn and understand the operations and vision of the WFWIB.
- Assess the needs of employers in Westmoreland and Fayette Counties as they relate to the programs and services of WFWIB. Report initial findings to the Board.
- Review the recently completed County Plans and develop a report as to primary intersections of the WFWIB.

COMPENSATION

This position offers a competitive salary and benefits package in the range of \$130,000, commensurate with previous experience and demonstrated skills.

HOW TO APPLY

The Westmoreland-Fayette Workforce Investment Board has retained Nonprofit Talent to assist with this important organizational change process. Specific questions related to the position may be emailed to Michelle Pagano Heck, President, at Michelle@NonprofitTalent.com. Applications are not accepted at this email address. Please direct all inquiries related to this position to Nonprofit Talent, and do not contact the Westmoreland-Fayette Workforce Investment Board.

Resume, position specific cover letter, and salary expectations may be uploaded here:

<https://nonproftalent.applytojob.com/apply/3xITPVYXy5/Executive-Director-Wetmoreland-Fayette-Workforce-Investment-Board>

APPLICATIONS ARE DUE BY March 27, 2020 at 5PM

The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer.