**JOB POSTING**

**WHO WE ARE:**

The MassHire Metro North Workforce Board (MNWB) is a 501(c)(3) nonprofit organization whose mission is to develop partnerships, generate resources, and advocate for workforce solutions that result in a skilled workforce, prospering businesses, and equitable access to meaningful career pathways and quality employment for residents. The MNWB is one of 16 local Workforce Development Boards established in Massachusetts covering 20 cities and towns north of Boston. The functions of MNWB include the following:

* Addressing business’ workforce needs through strategic partnership building
* Coordinating local workforce activities with economic development strategies
* Developing industry-specific consortia focusing on strategic planning and implementation
* Establishing workforce development policy for the region
* Chartering career center operators and overseeing career centers
* Matching the needs of business for skilled employees with training opportunities in the area
* Assessing the effectiveness of the local workforce system
* Administering federal Workforce Innovation and Opportunity Act (WIOA) funds for the region

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

**JOB TITLE: Senior Director of Workforce Initiatives**

**POSITION SUMMARY:**

The Senior Director of Workforce Initiatives reports to the Vice President of Programs and is responsible for overseeing the organization’s sector initiatives and employer engagement activities. This position will serve as the primary project manager for sector initiatives in advanced manufacturing and gaming/hospitality and supervise staff working on initiatives related to retail/customer service, construction/trades, STEM (science, technology, engineering and math), and general employer engagement.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

* Oversee the organization’s sector-based initiatives, including, but not limited to, program operations, tracking project budgets, partnership management, and tracking/evaluating project performance. Current projects include:
  + Advanced Manufacturing (primary project point person)
  + Gaming and Hospitality (primary project point person)
  + Retail/Customer Service
  + Construction/Trades
  + Science, Technology, Engineering, and Math (STEM)
* Oversee the organization’s employer engagement activities, including coordination with the Career Center business services staff and Workforce Board’s Youth team.
* Identify and develop opportunities for new projects in priority industries, including funding opportunities to support the organization’s current and future priorities.
* Supervise sector project and employer engagement staff.
* Work with VP of Programs and other senior staff to implement organization’s new strategic plan.
* Identify, develop, and manage partnerships with key stakeholders, such as training partners, community-based organizations, and employers.
* Local/regional travel required (as COVID restrictions allow. See note below regarding current and future work arrangements).

**DESIRED SKILLS/KNOWLEDGE/ABILITIES/COMPETENCIES:**

* Creative, forward-thinking, problem-solver with relationship-building skills.
* Excellent communication skills, both written and oral.
* Strong interpersonal skills and ability to take initiative.
* Highly organized with ability to manage multiple projects.
* Comfortable with public speaking and meeting facilitation.
* Understanding of sector initiatives, workforce development programs and policy.
* Experience with employer engagement.
* Experience with identifying, developing, and submitting grant proposals.
* Experience with motivating teams and providing staff supervision, along with essential technical expertise.
* Demonstrated creativity with respect to idea generation and solution implementation.
* Proven track record of partnership management.
* Strong data and reporting skills.

**EDUCATION/EXPERIENCE:**

Any combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities.

**SALARY AND BENEFITS**:

Salary range $78,000 – $89,700 per year. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) retirement plan, holiday, sick and vacation time, parental leave, and flexible work arrangements\*.

\*NOTE: Currently, all staff have the option of working 100% remotely. Starting in September, all staff will be asked to attend in-person the following: all-staff meetings (twice monthly), all-staff trainings/events that management has determined should be held in-person, and meetings/events at the discretion of the employee’s supervisor that the supervisor has deemed necessary for in-person attendance. Beyond these instances, staff will be allowed to choose remote, in-office, or hybrid schedules, subject to the approval of their supervisor. Waivers to the in-person requirements may be granted for medical/health reasons.

**TO APPLY:**

Send resume and cover letter outlining your experience and interest to [hr@MassHireMetroNorth.org](mailto:hr@MassHireMetroNorth.org).

No telephone calls please. Open until filled.

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*The MassHire Metro North Workforce Board values equity, justice, and opportunity and is proud to be an equal opportunity employer. As an organization which serves many communities of job seekers and employers, we are a diverse and inclusive workplace committed to reflecting these communities. We encourage culturally competent, qualified candidates of diverse backgrounds to apply.*