

Job Opening

Job Posting: April 2022

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: VP and Director, Workforce Development

LOCATION: NYC or Albany

DEPT: Workforce Development

BASIC FUNCTION:

Lead ESD's employer-driven strategy for workforce development. Develop and implement new workforce development grant programs throughout New York State in coordination and collaboration with fellow NYS agencies, ensuring efficient and effective execution of ESD-led workforce development initiatives. Provide direct supervision of key functions and staff to market, award, and administer grant funds, creating a robust pipeline of industry-driven workforce development programs to fulfill the job needs in high-growth, high-skilled target industry sectors.

WORK PERFORMED:

- Provide visionary and hands-on leadership to direct ESD's strategy on workforce development.
- Represent ESD and NYS with employers and industry leaders across the state and regularly engage the business community in discussion on skills and occupation needs.
- Develop grant program guidelines and implementation processes, including marketing and communication opportunities across the state.
- Establish a robust database and performance metrics to track progress on achieving the vision of this initiative and its ability to meet the needs of employers and job seekers in NYS. Oversee the evaluation, monitoring and reporting of data.
- Lead and manage the development and marketing of program materials and information to business, industry, not-for-profit organizations, and other stakeholders.
- Work closely with the Regional Economic Development Councils (REDCs), regional and statewide economic and workforce development partners, and other NYS agencies to promote development of a skilled workforce to meet employer needs.
- Build, maintain and strengthen relationships, alliances and partnerships with internal and external stakeholders including businesses, organizations that provide wraparound services and soft skills training for the workforce, workforce occupational skills training providers, workforce investment boards, local governments, economic development entities, labor unions and industry associations, and philanthropic organizations. Have a solid understanding of ESD policies, procedures and programs and initiatives offered not only by ESD but other state agencies and connect constituents with relevant programs and services.
- Work closely with the press office, web team and colleagues to ensure information is publicized and clearly communicated on the website and handle coordination of cross-promotion where applicable.
- Oversee development of a program budget and identify additional hiring needs as they arise.

- Maintain a working knowledge of industry and workforce development trends and make recommendations for continuous improvement.
- Represent the ESD and State of New York as the head of its collaborative workforce development strategy.
- Other duties as assigned

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree required; Master's degree preferred and/or equivalent experience in the business/not-for-profit sector.

Experience required: At least 7 years of full-time experience in the area of workforce development, adult and continuing education, training or closely related field. Must have demonstrated understanding and command of workforce issues Demonstrated experience working with businesses and experience in supervision and team-based management and experience managing a diverse group of projects and staff.

Experience preferred: At least 10 years of full-time experience in the private sector with an association or similar entity that represents or collaborates with private sector employers. the area of workforce development, adult and continuing education, training or closely related field with experience in curriculum development leading and managing workforce development program contracts a plus (e.g., federally funded programs or WIOA program development and management). Experience with developing and implementing marketing and communication plans and material. Prior experience with programs or activities associated with traditionally underrepresented groups. Experience in industry a plus, in particular in a statewide priority industry or growing sector such as advanced manufacturing, technology, renewable energy, biotechnology and life sciences and an ability to translate industry workforce needs into programs.

Knowledge required: Demonstrated in-depth and current knowledge of industry workforce challenges and ideas for better aligning economic and workforce development goals, initiatives, and resources. Excellent analytical, organizational, and planning skills with an ability to prioritize drive and complete multiple projects under stringent deadlines, and to respond to changing priorities is essential. Entrepreneurial and creative mindset and a strategic, systematic approach. Excellent interpersonal, influencing, written and oral communication skills essential. Demonstrated ability to build relationships with staff in the community and perform in a broad range of environments including academic and business.

APPROXIMATE HIRING SALARY: \$120,000 - \$130,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke – HR Recruiter, Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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