



*The Workforce Development Board
of Southeast Minnesota*

Workforce Development, Inc., seeking an Executive Director

IF YOU ARE PASSIONATE TO SERVE THE COMMUNITY AND EMPLOYERS OF SOUTHEAST MINNESOTA, A GREAT LEADER AND RELATIONSHIP MANAGER, AND ARE INNOVATIVE; READ ON...WORKFORCE DEVELOPMENT, INC. IS LOOKING FOR YOU!

About Us: Workforce Development, Inc. (WDI) is an independent, non-profit agency with a long history of serving the needs of job seekers and employers in Southeast Minnesota. WDI is dedicated to developing and advancing the workforce to meet the current and future needs of the communities we serve.

We work with thousands of people annually, serving 10 counties in Southeast Minnesota. Six of our ten locations reside within Minnesota CareerForce where multiple agencies deliver related services for job seekers and employers. Every WDI location is staffed by experienced professionals who care deeply about the people and communities in which they live and serve.

Our mission is to develop and advance the workforce of Southeast Minnesota.

Your Role: The Executive Director will apply best practices and the team's talent to add value to the business, through successfully:

- Leading a team and building strong community relationships
- Researching, writing, and following up on grants
- Engaging with MWCA, DEED, and DOL to stay current on legislation, development and policy and program interpretation
- Innovate with community and employers to offer new or enhance existing services
- Understand the culturally diverse needs across the region and align Workforce Development strategies to remove barriers
- Manage a budget with complex revenue streams

You will represent the values of Workforce Development, Inc., as well as set the vision and team expectations.

Your Team: The Executive Director will lead the WDI Management team. You will report to the Executive Committee of the Workforce Development Board and Joint Powers Board officers.

What we are looking for: We are looking for a strong leader with developed analytical and influencing skills. You must have the ability to manage grants, budget, projects, and processes across functional areas. In addition to experience managing a services group, the ideal candidate will have:

- Bachelors or equivalent training and/or experience. Education beyond a Bachelor's degree in Human Services, Business Administration, or Organizational Development preferred.

- At least 10 years' experience in the workforce development field, including at least 5 years' experience in a leadership role in the workforce development field.
- Successful grant management experience required. (Includes: grant research, writing, and grant management). Successful grant writing experience with Department of Labor preferred.
- Managing a budget with complex revenue streams required.
- Working knowledge of federal and state laws relating to Workforce Development required.
- 50% travel required to area offices, St. Paul, and other training venues.

IF YOU ARE FLEXIBLE, SELF-MOTIVATED, AND READY TO MAKE A DIFFERENCE; PLEASE CONSIDER JOINING OUR TEAM BY EXPLORING OUR WEBSITE: www.workforcedevelopmentinc.org

SUBMIT YOUR RESUME AND LETTER OF INTEREST WITH SALARY REQUIREMENTS TO BE RECEIVED BY FEBRUARY 21, 2019 at 4:30pm TO:

**Jill Miller
Workforce Development, Inc.
2070 College View Road East
Rochester, MN 55904
Or Fax: 507.292.5173
Or E-mail: jillmiller@workforcedevelopmentinc.org**



Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider Program and a proud partner of the American Job Center network. Reasonable accommodations for people with disabilities can be provided, upon request, by calling 507.292.5180 (voice) or by using your preferred relay service.