



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of System and Industry Engagement
<b>REPORTS TO:</b>	Chief of Staff and Strategy
<b>COMPENSATION:</b>	\$115,000 - \$135,000 depending upon experience

## **OBJECTIVE**

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The Director of System and Industry Engagement is responsible for advancing strategies that strengthen resiliency among employers in targeted sectors and increase job quality and racial equity for workers. To serve as a trusted and respectful WorkSource Seattle-King County leader for the hundreds of agencies that choose to be system partners, the Director takes calculated risks, demonstrates an ability to lead and be led, and listens actively. As a member of the Leadership Team, the Director of System and Industry Engagement is highly collaborative, engaged in solving complex challenges from conception to execution. This individual is a purpose and values-driven leader, with a vision for how to build workforce and industry engagement practices that support the WDC's strategic direction.

## **BACKGROUND**

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The Workforce Development Council of Seattle-King County (WDC) aspires to lead transformative change that will evolve our region's workforce development efforts into an innovative industry, community, and outcome-driven system with racial equity at its core. As a nonprofit, grant-making organization, the WDC collaborates with a diverse set of partners to elevate job quality, economic growth, and prosperity for adults and youth throughout the Seattle-King County region.

The WDC serves as the Local Workforce Development Board, designated by the City of Seattle Mayor and King County Executive, to set policy and administer federal workforce development funds under the Workforce Innovation and Opportunity Act (WIOA). In 2018, the WDC Board of Directors and its stakeholders set a new direction for the organization to:

- Advocate for system change of industry practices and to address barriers to equity.
- Broker a shared regional approach of strategies that are responsive to both community and industry needs.
- Access and amplify resources by braiding funding sources.
- Incubate and innovate strategies for racial equity impact and system change.
- Analyze and use data to measure impact/drive system change.

## **DUTIES AND RESPONSIBILITIES**

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- Exercise strategic vision and recommendations for enhancing WorkSource performance and how to align

system enhancements with strategies that advance job quality and racial equity.

- Lead WorkSource collaboratively and with broad thinking. Guide actions and decision-making processes that are wholistic and based on performance monitoring within the system and labor market analysis.
- Develop new and strengthen existing partnerships and strategies that support employers within targeted sectors to meet their workforce needs and that address equity and job quality for job seekers, promoting broader policy and system change.
- Direct initial focus toward building a Technology Industry Leadership Table (TILT) intended to center inclusion, skill building, and career potential of Black, Indigenous, and People of Color (BIPOC) in tech by aligning interests among job seekers, employers, labor, and community partners.
- Develop outreach and engagement plan to recruit employers to the TILT that demonstrate commitment to removing barriers to racial equity that may exist within their companies or institutions.
- Oversee ongoing development of healthcare, maritime, and construction industry tables to integrate best practices that center job quality, racial equity, and worker voice.
- Oversee the work of the Business Services Team and Operator, retained through contracts with external providers.
- Manage selection, onboarding, training, professional development, and promotion of system and industry team. Develop work plans and conduct performance evaluations. Monitor progress in alignment with employees' development goals and organization's strategic objectives.
- Contribute to preparation of annual budget in close partnership with Leadership Team.
- Engage in continuous learning and professional development on workforce development best practices.

**Other duties as assigned.**

## **JOB REQUIREMENTS**

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### **LEADERSHIP:**

- Demonstrated ability to exercise strategic vision, performance and program management.
- 5 – 7 years of managing staff engaged in diverse disciplines and areas of work.
- Proven ability to work collaboratively and establish positive relationships with staff, colleagues, and external partners.
- Exhibit thoughtful contribution and influence across non-direct reporting teams.
- Ability to skillfully lead and engage team in multiple high-demand projects of varying timelines simultaneously.
- Experience incorporating diverse perspectives in decision-making, defining goals and outcomes.
- Ability to maintain sound judgment in fast-paced, occasionally high-stress situations.

### **STRATEGIC PRIORITIES:**

- Strong strategic and systems thinker.
- Proven effectiveness in engaging and inspiring multiple partners from distinct sectors around shared opportunities and interests.
- Ability to operationalize workforce development strategies that center racial equity.
- Willingness to learn and integrate new information, data, and models to advance comprehensive strategies.
- Knowledge of regional, state, and national labor market landscape. Working knowledge of public workforce system and the Workforce Innovation and Opportunity Act (WIOA) a plus.
- Ability to interpret and ensure application of often complex regulations, policies, and contracts.

**COMMUNICATION:**

- Exceptional written, presentation, and verbal communication skills.
- Clear communication and ability to effectively present complex information to internal and external audiences.
- Ability to constructively facilitate team, Board- and community-level meetings, including meetings in diverse cultural and linguistic environments.
- Proficient with Microsoft Office Suite and common database platforms.

**RACIAL EQUITY COMMITMENT:** An understanding of the concepts of institutional and structural racism and their impact on workforce development systems, especially regarding barriers to achieving racial equity. Commitment to learning from and developing new strategies, partnerships, and approaches with diverse communities.

**EDUCATION OR EXPERIENCE:**

- Bachelor's degree, or equivalent (at least 7-10 years) experience, in workforce development, public or business administration, policy, economics, or other field related to this work.

**REPORTS TO:**

Chief of Staff and Strategy

**DIRECT REPORTS:**

WorkSource System Project Manager  
Industry Project Manager

WDC Project Managers are skilled in forming reciprocal, effective external partnerships that inform our strategic direction and definitions for successful outcomes. Beyond compliance, our Project Managers exhibit capacity for examining the root causes of inequities and identifying and advocating for policies that lead to systems change. Project Managers are innovative, grounded in racial equity analysis, and guided by community voice in shaping responsive workforce services and programming.

**WORKING CONDITIONS**

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The physical environment requires the employee to work primarily in indoor spaces. Some travel is required to attend meetings/events/conferences locally, statewide and nationally. Regular workday and work week are established with some planned early morning or evening hours, and overnight/out of area travel.

**PHYSICAL REQUIREMENTS**

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Employee is expected to make decisions, read and write, speak publicly and interpret information and data. May be seated for periods of time, and occasionally may have to lift boxes or other materials that weigh up to 20 lbs.

To apply, please email your résumé and letter of interest referencing Director of System and Industry Engagement in the subject line to [hr@seakingwdc.org](mailto:hr@seakingwdc.org). Applications will be accepted on a continuous basis until the position is filled.