Mid-South Center for Occupational Innovation – Director

Workforce Mid-South leads the way in connecting job seekers and employers, providing skills training and work opportunities for youth and adults, analyzing and sharing data to educate the public on workforce needs, and aligning community partners around workforce initiatives to help make Greater Memphis a place of economic opportunity for all. At Workforce Mid-South, we believe individuals and communities prosper when residents have access to gainful employment and businesses have access to a skilled workforce; that way, the people who live or work in our region have the opportunity to thrive.

As part of the newly announced EDA Good Jobs Initiative, Workforce Mid-South will lead the creation of the Mid-South Center for Occupational Innovation to align meaningful sector based strategies in the mid-south region encompassing the TN West Grand Region (21 counties), 10 counties in North Mississippi and 5 counties in Eastern Arkansas. Employers, educational institutions and community stakeholders are at the table ready to create meaningful on-ramps to economic prosperity in our communities.

We are looking for an experienced executive to oversee the start-up of MCOI along with the successful execution of the EDA Good Jobs initiative. The Director will supervise sector council coordinators, support the MCOI Advisory Board and inform leadership on progress and performance. A successful Director must have a broad knowledge of program management principles. Specialized experience with federal grant regulations and post-secondary occupational skills programs are prioritized. Candidate should have a strategic mindset as well as be able to lead and develop a team. The goal is to ensure MCOI initiatives will be delivered successfully and add the highest possible value to the organization and to the community.

The MCOI Director will report directly to the President of Workforce Mid-South and will be accountable to the MCOI Advisory Board. At the direction of the WMS President, the incumbent will develop and implement program management policies and administrative practices. They will perform or oversee the most complex and sensitive assignments.

Key Responsibilities and Essential Functions:

Responsibilities of the Mid-South Center for Occupational Innovation (MCOI) – Director include but are not limited to the following:

- Support the day to day administrative coordination of MCOI to ensure all initiatives and partners are operating in accordance with the organization’s standards and United States Department of Commerce (DOC)/Economic Development Authority (EDA) guidelines and, where applicable, ensure accuracy and process efficiency.
Serve as a subject matter expert in the area of occupational credentialing, worker upskilling, post-secondary occupational education, workforce training programs and effectively advocate for and present “best practice” ideas to the MCOI Advisory Board.

Serve as the primary staff support contact for the MCOI Advisory Board, Backbone Entities and project partners.

Responsible for managing and coordinating the planning, monitoring, and program operation activities, contract and grant management, program analysis and evaluation.

Directs and evaluates the work of all direct reports.

Interprets and implements Federal, State and local laws, regulations and policies.

Analyzes problems and proposes changes in policies and internal operations to resolve problems; makes recommendations on staffing and budgetary needs.

Coordinates planning activities; develops goals and objectives and provides technical assistance to staff and partners in achieving them.

Oversees program monitoring and corrective action processes.

Create and execute a standardized rubric to effectively gauge organizational impact.

Oversees the development and implementation the EDA required deliverables.

Support Workforce MCOI team to ensure effective demand driven, data supported, customer focused delivery of workforce development services through the career center system.

Manage sub-contracted providers in execution of service agreements.

Actively pursue avenues of additional funding within the MCOI scope.

Performs a broad range of management and administrative duties as directed.

Represent or support Workforce Mid-South/MCOI team in meetings or within the community.

The Ideal Candidate will have demonstrated success in the following areas:

- Results Orientation – Successful candidate will have demonstrated experience in achieving results by setting and attaining challenging goals.
- Strategic Decision Making – A tactical thinker that is able to gather, organize and evaluate information; establish short and long term goals; execute a plan of action and make adjustments, if required.
- Program Management – Ability to design, implement and manage multiple programs and direct the related personnel and resources to ensure successful execution of program activities.
- Political Savvy – Proven ability to exhibit confidence and professional diplomacy while effectively relating to people at all levels internally and externally.
- Business Acumen – Using economic, financial, market and industry data to understand and improve business results, understand industry trends and leverage one’s own understanding of the organization to contribute to effective business strategies and tactics.
• Collaboration – Proven ability to work cooperatively with others to accomplish objectives to build and maintain mutually-beneficial partnerships, leverage information and achieve results.
• Change Leadership – Provides direction and focus during the organizational change process and assist with the development of strategies to manage the change process.
• People and Organizational Development – Actively commits to plan and support the development of staff and identifies new technical and/or business capabilities needed to improve organizational performance and efficiency.

Knowledge and Expertise:
• Deep understanding of the Memphis MSA (history, community, stakeholders)
• Clear understanding of the functions and purpose of the formal Public Workforce System, Career and Technical Educational Programs, Economic Development Organizations and the Local Employer Community.
• Labor market information and local economic development resources.
• The local and regional economy, workforce services and community assets, and stakeholder groups invested in serving residents within the mid-south area.
• Principles and techniques of budget, personnel and contract management.
• Talent development, planning, staffing, and Human Resource policy and implementation and monitoring.
• Principles, methods and techniques of administration, including the organization and management of modern social services and educational administration.
• Laws, codes and statutes relating to the functions and duties of major workforce and development programs.
• Social, economic and psychological factors that impact employment and training programs.
• Forces and trends relating to employment and economic impacts that affect job seekers such as dislocated workers and disadvantaged youths and adults and other groups with barriers to employment, including but not limited to the re-entry population, people with disabilities, long-term unemployed and underemployed workers.
• Career pathway strategies, career counseling, training opportunities and various modes of skills development to meet the needs of the current labor market.

Ability to:
• Support and advise the President on sensitive issues.
• Provide leadership and direction to highly motivated staff.
• Plan and supervise the work of others in a highly dynamic and collaborative work environment.
• Plan and work cooperatively with partners engaged in local and regional education, community and industry development.
• Manage work, set priorities, and oversee multiple projects effectively.
• Plan, organize and direct workforce programs that are responsive to employer needs.
• Create innovative solutions to complex workforce issues identified by industry.
• Understand prominent industry sector strategies and implement effective programs within a “results-based” framework.
• Analyze situations accurately and adopt effective courses of action.
• Write effectively and make presentations before industry, civic and community stakeholder groups.
• Work with elected and public officials.
• Maintain flexibility.

Minimum Experience and Education Qualifications:
Six (6) years of progressively responsible supervisory work experience in program strategic planning and implementation or contract management. Preference given to candidates with demonstrated expertise operating education or workforce programs in a leadership role.
Graduation from an accredited four (4) year college or university with major in public administration, management, public policy, business administration, or other closely related field (additional qualifying experience may be substituted for the required education on a year-for-year basis).

Other Requirements: Comply with program and/or Agency requirements related to:
• Background check, including any program specific requirements
• Drug testing
• Agency-specified automobile insurance
• Driver's License and reliable transportation

Additional Information:
Workforce Mid-South, Inc. is an equal opportunity employer proudly committed to becoming an anti-racist and multicultural organization that stands up for justice and equity. We welcome prospective employees from diverse backgrounds, for administrative support and direct service and leadership roles, who will join us on that journey, uphold our values and approach, and believe in our mission. Additionally, we aim to have a racially representative leadership and workforce that is reflective of the communities we work in partnership with. Workforce Mid-South, Inc. is committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, and vendors.

Base Pay $78,000/year Full-Time
To Apply: https://www.indeed.com/job/director-mid-south-center-occupational-innovation-47cfcfc426b53606