



NYATEP

Voice - Knowledge - Progress
For Workforce Development

Invites qualified candidates to apply
for the position of:

Executive Director

Salary Range \$130,000 - \$165,000

Vision

NYATEP envisions a future where every individual in New York has access to high-quality education and training opportunities that lead to sustainable and fulfilling careers.

Mission

Our mission is to foster collaboration, innovation, and advocacy to ensure a skilled and adaptable workforce, thereby promoting economic growth and individual prosperity.

Values

Collaboration:

We believe in the power of partnerships and collaboration to address the evolving needs of education and training in New York.

Inclusivity:

We are committed to diversity, equity, and inclusion, ensuring that our programs and initiatives benefit all New Yorkers.

Innovation:

We embrace creativity and innovation to develop cutting-edge solutions for the challenges facing education and training professionals.

The Search for an Executive Director

The Board of Directors and the Executive Director Search Committee invite nominations and applications for the position of Executive Director of the New York Association of Training and Employment Professionals (NYATEP).

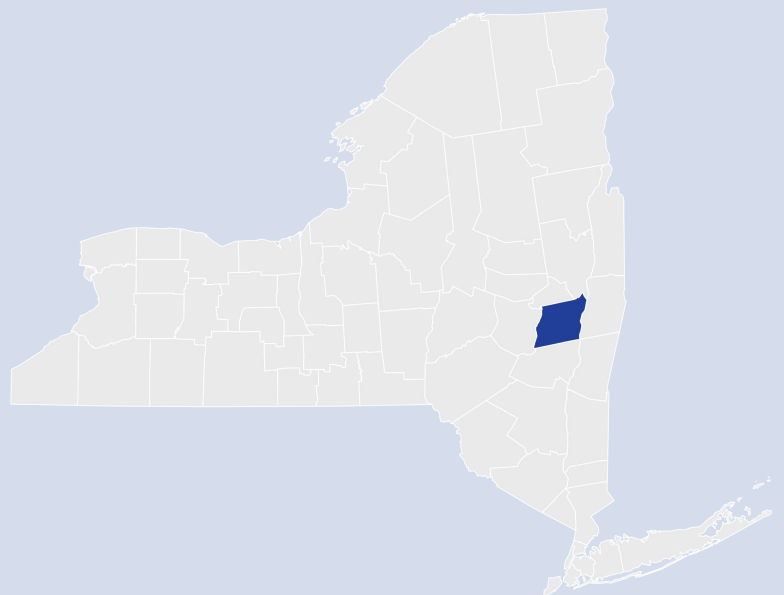
As a dynamic and influential organization committed to advancing workforce development, education, and training initiatives across the state of New York, NYATEP is seeking a proven visionary and experienced leader to drive its mission forward while embracing a commitment to access and equity, developing partnerships, and advancing innovative professional pathways for the diverse communities it serves.

NYATEP is headquartered in Albany, New York.

Albany, the state capital, offers a vibrant cultural scene, historic charm, and a dynamic atmosphere.

The central location facilitates engagement with stakeholders from across the state and ensures a strong connection with policymakers.

Most staff have remote work arrangements with presence in the Capital Region, NYC and Western NY.



About NYATEP

NYATEP is ***New York's workforce association*** and a 501(c)(3) membership organization. Only NYATEP provides the leadership, vision and advocacy for a thriving workforce in New York State to ensure every New Yorker and business has access to the skills they need to work in and support a robust statewide economy. NYATEP partners with workforce boards, business organizations, education and training providers, economic development entities, organized labor, elected officials, and government agencies to promote the vitality of New York's workforce, businesses, and economy.

Board of Directors

The NYATEP Board of Directors is composed of influential leaders from various sectors, including education, business, community human services, and government. The Board provides strategic guidance and oversight, playing a crucial role in shaping the organization's direction. The incoming Executive Director will collaborate closely with the Board to implement innovative strategies and achieve NYATEP's goals.

NYATEP's Members

The members of NYATEP are any entity, either private, public or not-for profit, which has workforce development as part of their organization's mission. NYATEP is proud to represent the State's 33 local workforce development boards who oversee and coordinate over \$300M of federal workforce funding. Other members include, the State and City higher education systems and colleges, literacy providers, community-based organizations, local governments, labor unions, economic development agencies, and career and technical education providers, among others. NYATEP prioritizes DEI. Members, through educational, employment training, and social support services, have positively impacted the lives of over one million New Yorkers, primarily Black, Indigenous, and People of Color. NYATEP membership currently stands at over 180.

Major Accomplishments

Advocated for removing language that states a recipient's total income shall not be more than 200% of the federal poverty level, with income disregard implemented.

Supported the expansion of the allowable credentials for (New) New Yorkers to enter the workforce in New York State and help them fill the thousands of desperately needed jobs.

Continued to be the organization in New York State for **workforce development data** and worked to increase NYATEP's national footprint.

Annually issue the widely used **State of the Workforce Report** as well as other materials used in advocacy.

Offered many educational programs and learning opportunities through LevelUp, the Workforce Academy for Policy & Advocacy, Youth Practitioners' Conference, Workforce Acceleration Institute: Leaders of Color Program, Partners for Workforce and Economic Development Conference and the Skilling America Certification.

Position

The Executive Director is responsible for developing, recommending and implementing strategies and the goals of NYATEP and reports directly to the Board of Directors. The Executive Director is expected to travel regularly to meet with members and legislative representatives, and to represent NYATEP at conferences and public functions, both within New York and nationally. Work location is flexible, with the Capital Region of New York preferred. NYATEP has a staff of 5 and a budget of approximately \$1 million.

Qualifications

NYATEP is seeking a dynamic and visionary leader with a strong commitment to advancing education and training initiatives. The ideal candidate will possess the following qualifications:

- ✓ an earned master's degree;
- ✓ four-years of experience at the senior management level with strong connections in the industry;
- ✓ demonstrated effectiveness as a skilled communicator who listens to and effectively relates to a diverse group of stakeholders;
- ✓ success in navigating complex, multi-layered organizations and political environments;
- ✓ a capacity to lead strategic conversations, inspire innovation and implement change, particularly with systems and organizational processes;
- ✓ ability to partner with diverse stakeholders to attract support and diversify resources;
- ✓ excellent record of organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget;
- ✓ proven track record of being part of a leadership team managing a performance and outcomes-based organization and staff;
- ✓ financial management acumen, with experience in fund development including public, private, and foundation sources, as well as grant management and reporting;
- ✓ past success working with a Board of Directors with the ability to cultivate existing relationships;
- ✓ strong writing, marketing, public relations, and fundraising skills with the ability to engage a wide range of stakeholders and cultures;
- ✓ strong public speaking skills (congressional hearings, conferences, etc.);
- ✓ federal and state advocacy experience preferred; and,
- ✓ experience in workforce development, economic development, or education in New York State, is a plus.

Responsibilities

STRATEGIC PLANNING, EXTERNAL RELATIONS AND COMMUNITY BUILDING

- ✓ Design, execute and maintain a strategic business planning process to ensure growth and sustainability
- ✓ Recommend timelines and resources needed to achieve NYATEP's strategic goals
- ✓ Develop NYATEP's priorities and communicate their value and relevance to a broad and varied membership base
- ✓ Understand differences across New York State and how issues and impacts have varying effects
- ✓ Build and maintain partnerships with key stakeholders and establish relationships with workforce development leaders, funders, political and community leaders
- ✓ Maintain and expand an external local, state and national presence that publishes and communicates with an emphasis on the successes of locally designed and delivered workforce programs

FISCAL MANAGEMENT, OPERATIONS & FUNDRAISING

- ✓ Develop new revenue-generating opportunities to support NYATEP's strategic goals
- ✓ Ensure ongoing excellence and consistent quality of budget, finance, fiscal administration, and fundraising
- ✓ Assure financial stability of the organization and provide up-to-date, regular financial reporting to the Board of Directors
- ✓ Develop and maintain internal operational procedures to track membership, billing, grant reporting, etc



Responsibilities (cont'd)

COMMUNICATIONS

- ✓ Oversee all aspects of the organization's communications team—from web presence to external relations with the goal of creating and maintaining a strong brand
- ✓ Be the “go-to person” for knowledge of developments and trends in workforce development, including information relating to education and economic development
- ✓ Use external presence and relationships to garner new opportunities
- ✓ Be the central spokesperson for the local workforce system in New York
- ✓ Ensure that new workforce legislation and policies are analyzed and communicated to the membership and the media

LEADERSHIP & MANAGEMENT

- ✓ Develop and maintain a strong relationship with the Board of Directors
- ✓ Seek and build board involvement with strategic direction to achieve NYATEP's strategic goals
- ✓ Lead, coach, develop, evaluate, and retain a high-performance staff, located throughout the state, encouraging them to become leaders in the field
- ✓ Conduct information-gathering, interpretation, and analysis related to workforce, education and economic issues, and timely disseminate to relevant stakeholders
- ✓ Actively engage and energize the membership, board members, committees, partnering organizations, and funders



Applications and Nominations

Applicants should send:

1. a letter expressing their interest in the position that addresses how they meet the Search Committee's preferred qualifications
2. a resume/curriculum vitae, and
3. the names and contact information for six references (two from individuals who are/were direct reports, two from individuals to whom the candidate reports/reported to and two from community/business leaders). References will not be contacted without the applicant's prior permission.

The first review of resumes will be June 21st.

Nominators are encouraged to send a letter of nomination and, if possible, the nominee's resume/curriculum vitae.

Pracademic Partners is assisting NYATEP with this executive search. All inquiries, nominations, and applications will be held in the strictest confidence. Applications and nominations should be sent electronically to ian@pracademicpartners.com with the subject line: NYATEP Executive Director

Please visit NYATEP on its website at <https://www.nyatep.org>.

Applicants and employees will not be discriminated against on the basis of any legally protected category including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

