



workforce
SOUTHWEST WASHINGTON

Workforce Southwest Washington

Director of Programs

Job Description

Workforce Southwest Washington (WSW) considers diversity, equity, and inclusion to be among our core values. We are committed to providing and promoting a diverse and inclusive environment for all, giving each person the opportunity to succeed professionally. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. WSW considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organization. All staff hired at WSW are encouraged to embrace, continually support, and enhance social equity within our organization and in our community.

POSITION OVERVIEW

The Director of Programs is a key member of the WSW leadership team, providing the overall direction and operational management of services and other programs for WSW, primarily our contracted Federal and State funded programs. The Director proactively leads and executes solutions in a fast-paced multi-service environment and will ensure a high-performance, data-driven, outcomes-focused culture. The Director strives to connect deeply with the communities we serve and put the people we serve at the heart of our program development approach. The Director has responsibility for the department's budget averaging 10 M a year, performance and data-management, overseeing a network of contracted service providers, staffing, program implementation processes, as well as community partnerships and leading grant and revenue development opportunities.

The Director of Programs embodies continuous improvement and has an intuition for identifying ways to improve any and all aspects of our work – and making that happen directly and through the teamwork of others. The Director has experience with operations and people management, grant writing, program development, leading teams in achieving outcomes and will inspire others to exceed organization goals while constantly working to better understand the needs, challenges, and opportunities for the communities we invest in. This position reports to the Chief Executive Officer.

ESSENTIAL FUNCTIONS

LEADERSHIP CAPABILITIES

1. Creates and executes a comprehensive and coordinated approach across WSW programs and funding streams to best serve the community with workforce solutions across the Counties

2. Leads with a hands-on and highly supportive approach across managers reporting to the Director, all team members, and with other departments such as Finance, Communications, Business, and Operations.
3. Drives accountability to implement written policies, procedures and performance measurements for all team members and vendors.
4. Craft and implement strategies to market and scale programs to meet goals
5. Effectively communicates all relevant issues and opportunities to WSW leadership proactively
6. Engages and connects with team and stakeholders to understand the needs, challenges, and opportunities for the communities we serve
7. Works with leadership to foster strong intra-agency collaboration and support from other departments to meet your team and company needs
8. Attracts and develops an outstanding team of dedicated and effective professionals
9. Develops strategic organizational plans for department

FISCAL MANAGEMENT

10. Directs multiple grant programs from various Federal, State, County, City, private and philanthropic sources
11. Manages and monitors performance within budget, ensuring all spend goals are met
12. Maintains internal controls, programmatic compliance, and financial discipline

PERFORMANCE DATA & OUTCOMES MANAGEMENT

13. Creates and analyzes program data, budgets, and performance
14. Oversees accurate and thorough completion of data management
15. Produces clear and creative reports to explain results
16. Develops written policies and procedures, including workflow and incorporates user experience input

OUTREACH / COMMUNICATION

17. In collaboration with communications and executive teams, creates and continually updates a robust and creative communications plan and content
18. Develops and evaluates the effectiveness of the communications plan to meet team's goals

FISCAL DEVELOPMENT

19. Identifies funding sources (e.g., public, private, philanthropy)
20. Creates and executes fund development strategy
21. Writes grant proposals and secures funding for programs managed

EXTERNAL RELATIONSHIPS

22. Creates, represents, and fosters strong external partnerships
23. Prepares presentations to Board members and is an ambassador for the organization
24. Works proactively with public officials
25. Perform other duties as assigned

KNOWLEDGE AND SKILLS

- Promotes constructive feedback to colleagues and stakeholders
- Empowers others to independently to seek out ways to improve all aspects of our work, both directly and through the teamwork of others
- Supportive leader with strong people management and development skills
- Asks “how might we improve?” and dives into how programs are run with ongoing focus on process improvement
- Skilled at tracking, managing, organizing, and ensuring the timely completion of multiple projects and assignments – for self and your team
- Passionate about WSW’s vision, mission, and values

Your Experience & Knowledge

- A combination of 5+ years of experience OR a bachelor’s degree and 3+ years of experience preferred.
- Demonstrated experience developing budgets and overseeing federal and state funding
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Demonstrated ability to read and interpret governmental statutes, regulations, and grants
- Demonstrated ability to manage, motivate, and lead a team of direct reports
- Demonstrated strategic and operational planning and execution of public programs and/or workforce programs
- Demonstrated ability to design and implement outcomes/metrics measurement systems
- Demonstrated outstanding writing, verbal, and presentation skills
- Demonstrated skills with Microsoft Office, CRM/Salesforce, database management, project management

ADDITIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver’s License
- Properly licensed and insured automobile, available for use during work hours.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm; however, occasional evening and/or weekend assignments may occur.

WORK ENVIRONMENT

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington State. During the COVID pandemic, WSW staff are working remotely from home. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is an exempt, salaried position. The starting salary range for this position is \$75,000.00 – 80,000.00 with a comprehensive benefits package, paid time off, professional development opportunities, and domestic partner coverage. Starting salary will be negotiated based on knowledge and experience.

APPLICATION INSTRUCTIONS

Send inquiries and all application requirements identified on the below checklist, ATTN: Amy Gimlin at info@workforcesw.org. No phone calls or drop-in visits, please.

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

Director Application Checklist

Please address the following in your application submission to Workforce Southwest Washington. All elements must be included to be considered for the position.

- Resume and cover letter addressing:
 - Name, phone number, and email address
 - Demonstrated ability to perform the requirements of the position
 - A minimum of most recent 5 years of work history
 - Commitment to Diversity Equity and Inclusion