

FINGER LAKES WORKFORCE INVESTMENT BOARD, Inc.

EXECUTIVE DIRECTOR

GENERAL DESCRIPTION

The Executive Director provides leadership and executive management for the Finger Lakes Workforce Investment Board, Inc. and the workforce development system in the Finger Lakes Workforce Investment Area consisting of Ontario, Seneca, Wayne and Yates counties. Works with the Board to establish a strategic vision and acts as an advocate for the organization throughout the Finger Lakes and with New York State. Has broad authority to carry out the day to day operations of the Board and agency in compliance with local, state, and federal policies, laws, regulations, and by-laws adopted by the Finger Lakes Workforce Investment Board.

QUALIFICATIONS

- ❖ Bachelor's Degree preferred in a related field and 5 years of experience in Workforce Development, Economic Development or Human Services fields with at least three years in a supervisory or management position. A combination of education and experience equal to or greater than described above may also be accepted.
- ❖ Experience running a non-profit entity or comparable organization with sufficient human resources, benefits & compensation and compliance with federal, state and local laws and regulations.
- ❖ Strong ability to lead, coach and develop staff.
- ❖ Ability to build partnerships with education, government, business, industry clusters and Board development.
- ❖ Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs.
- ❖ Experience in grant writing and seeking other funding sources.
- ❖ Experience in budget development and financial management.
- ❖ Ability to work independently and with a large board of directors.
- ❖ Excellent oral and written communications skills.
- ❖ Willing to live in the four county area or relocate here.
- ❖ Willing to work a flexible schedule and travel.
- ❖ Must have a valid driver's license.

ESSENTIAL JOB FUNCTIONS

- ❖ Guides the development of strategic and operational plans for the organization.
- ❖ Coordinates data collection, interpretation and analysis related to local, regional and national workforce and economic trends.
- ❖ Able to transform workforce metrics into actionable goals.

- ❖ Demonstrated experience with state and federal workforce legislation, specifically the Workforce Innovation & Opportunity Act.
- ❖ Responsible for contract administration, plan development and financial management.
- ❖ Provides staff support to the Board and its' committees.
- ❖ Ensure sufficient development of the system and proper allocation of resources.
- ❖ Develops marketing campaign including but not limited to presentations to the public, civic organizations, news media, state and federal agencies, community organizations, the business community, elected officials, associations and other organizations as appropriate.
- ❖ Evaluates, monitors and offers continuous improvement advice for all programs.
- ❖ Provides monthly program and financial reports to the Board.
- ❖ Performs related work as required by the Board.
- ❖ Responsible for all personnel management including benefits management, supervision and employee development.
- ❖ Responsible for developing and monitoring staff and internal office policies and procedures in accordance with required Board, state and federal policies.
- ❖ Responsible for Board member orientation and Board development.
- ❖ Seeks out additional grants and funding to support the work of the Board.
- ❖ Works collaboratively with the workforce boards in the region and in the state.

SALARY RANGE

The Finger Lakes Workforce Investment Board will negotiate a competitive salary and benefit package commensurate with the selected candidate's skills and experience. Minimum salary: \$85,000