

**Southwest Virginia Workforce Development Board
Executive Director**

The Southwest Virginia Workforce Development Board is seeking an Executive Director (ED) to provide overall management and leadership for the Area One coordinated workforce system. In this leadership role, the ED will supervise staff, provide all required services to the Board, and serve as staff to the Chief Local Elected Officials. Supervision for this position is provided by the Workforce Development Board.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required. Master's Degree in a related field is preferred.
- 5 years of successful experience with workforce systems, administration, finance, and operations; experience with nonprofit organizations and a working knowledge of the Workforce Innovation Opportunity Act preferred

QUALIFICATIONS:

- Leadership, Team Building, Motivational Skills, Interpersonal & Communication Skills
- Collaboration and coordination skills for multi-project management
- Analytical Skills, Ability to Work under Pressure, Decision Making & Problem-Solving Skills
- Knowledge of budgeting, financial and grant writing, and grant management
- Knowledge of workforce development system including the Workforce Innovation and Opportunity Act

PRIMARY DUTIES/RESPONSIBILITIES:

- Plan and advance workforce development strategies including outreach; cultivate partnerships and alliances
- Facilitate regional workforce plan; develop and maintain quality assurance plan; develop and implement annual operational plan; provide monitoring and oversight of program operations.
- Develop and operate the Area One workforce development plan at a "best practice" level
- Expand agency resource portfolio

COMPENSATION:

Salary commensurate with experience.

Apply with cover letter and resume to:

Sharon Vandyke, WDB Chair
Southwest Virginia Workforce Development Board
P.O. Box 2439
Lebanon, VA 24266

Email address:

s.vandyke@swvaworks.com

Office Location:

116 S. Flannagan Ave. Suite C
Lebanon, VA 24266
(276) 883-4034

Deadline to Apply:

4:30pm on Friday, April 15, 2024