

**POSITION DESCRIPTION**

**Position Title:** Executive Director – Workforce Innovation Center

**Reports To:** SVP Foundation & Msn Svcs

**Business Unit:** Foundation and MissionServices

**POSITION SUMMARY (Briefly describe the purpose of the position)**

The Executive Director will help create and actively manage the overall strategic plan for the Workforce Innovation Center through execution of our mission. The Executive Director will lead the organization’s employment and training initiatives including the training program designed to provide employee development opportunities and create jobs for the blind and visually impaired. The Executive Director will practice working knowledge in workforce development protocols, which includes basic understanding of the field, core programs and business plans.

**KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE (List in order of importance)**

* **Leadership and Management** – ability to identify, hire, train and lead a disparate and technically diverse workforce while maintaining a steady and consistent stream of communication, action and approvals with supervisor, a board of advisors and executive management.
* **Political and Legislative** – understanding of the political climate as it relates to provisions and legislation surrounding the training and employment of people who are blind and/or visually impaired. (WIOA, VR, Rehab, Employment).
* **Systems and Technology** – understanding of technology processes and systems, workflows and project management and the capacity to implement structures to lead the development of tech jobs for the blind and/or visually impaired.
* **Resource Development and Communications** – capacity to identify and establish key resources needed to push forward division initiatives and communicate at a high level to meet executive demands.
* **Planning and Business** **Development** – ability to identify, cultivate, assimilate and establish new partnerships and collaborations for the purposes of training, certification, funding (revenue) and job development. Possession of a strong, already established network of contacts will be critical to success.
* **Financial Management and Fiscal Compliance** – capacity to benchmark, model (develop), understand, manage the finances of a multi-variate revenue stream. A creative approach to revenue development will be key.
* Ability to travel (40%).
* Flexibility to perform other duties as assigned.

**JOB REQUIREMENTS INCLUDE (List as required or preferred)**

**Education:**

* Bachelor degree in education, business or related workforce field with nonprofit experience required. Master degree preferred.

**Experience:**

* Five years’ workforce development experience including administration of training programs with three years’ supervisory experience in workforce education required.
* Proven experience in working with remote teams with like and disparate functions and tasks within unique and diverse geographies.
* Strong marketing, public relations and resource development experience with proven ability to engage a wide range of stakeholders.

**Knowledge/Skills:**

* Strong critical thinking and organization skills with the ability to bring together collaborative groups to develop and implement workforce development programs.
* Excellent organizational skills with the ability to coach staff, manage and develop high performance teams, set and achieve strategic objectives and manage a budget.
* Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal, multidisciplinary and project management skills.
* Team player who leads by example, can motivate others to work collaboratively and is accountable for their actions.
* Pays meticulous attention to details, meets deadlines and displays professional behavior.
* Action oriented who possesses an innovative approach to business planning and execution.

**Licenses/Certifications:**

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: \_\_\_\_

Number of Subordinate Supervisors Reporting to Position: \_\_\_\_

**VISION REQUIREMENTS INCLUDE (check one)**

 ***Can be performed with or without assistive technology:***

\_**X**\_ Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.

\_\_\_Required to perform activities such as: operating machinery and/or power tools at or within arm’s reach; performing non-repetitive tasks such as carpentry work or repairing machinery.

\_**X** \_ Required to review/inspect own assigned work, the work of others, or facilities or structures.

 ***Requires normal (or corrected to normal) vision/acuity:***

\_\_\_ Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

*This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.*

**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| Stand | [ ]  | [ ]  | [x]  | [ ]  |
| Walk | [ ]  | [ ]  | [x]  | [ ]  |
| Sit | [ ]  | [ ]  | [x]  | [ ]  |
| Bend/stoop | [x]  | [ ]  | [ ]  | [ ]  |
| Climb | [x]  | [ ]  | [ ]  | [ ]  |
| Reach above shoulders | [ ]  | [x]  | [ ]  | [ ]  |
| Squat/crouch/kneel | [ ]  | [x]  | [ ]  | [ ]  |
| Push/pull | [x]  | [ ]  | [ ]  | [ ]  |
| Lift | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |
| Carry | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |

***Employee must use hands for repetitive action such as (please check all):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Right | Hand | Left | Hand |
| Simple grasping | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |
| Firm grasping | [ ]  Yes | [x]  No | [ ] Yes | [x]  No |
| Fine manipulation | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |

**WORKING CONDITIONS INCLUDE**

***In an average workday, employee is exposed to (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| General shop or store conditions | [x]  | [ ]  | [ ]  | [ ]  |
| General office environment | [ ]  | [ ]  | [ ]  | [x]  |
| Humid, extreme hot/cold temps (non-weather) | [x]  | [ ]  | [ ]  | [ ]  |
| Outdoor weather conditions | [x]  | [ ]  | [ ]  | [ ]  |
| Fumes or airborne particles | [x]  | [ ]  | [ ]  | [ ]  |
| Fluorescent lights | [ ]  | [ ]  | [ ]  | [x]  |
| Moving, mechanical parts | [x]  | [ ]  | [ ]  | [ ]  |
| Toxic chemicals | [x]  | [ ]  | [ ]  | [ ]  |
| Loud noise intensity levels | [x]  | [ ]  | [ ]  | [ ]  |
| Risk of electrical shock | [x]  | [ ]  | [ ]  | [ ]  |
| Travel for job | [ ]  | [x]  | [ ]  | [ ]  |