



Job Description

Job Title: Director of Strategic Initiatives	Job Family: Program Support
Reports to: Executive Director	FLSA Status: Exempt

Job Summary

Provides leadership and strategic direction for regional initiatives that support workforce development, education alignment, and employer engagement across the Deep East Texas region. Oversees key programs including regional convening, career pathways, apprenticeship initiatives, and business and education partnerships. Responsible for advancing regional strategies, managing grant-funded initiatives (including TEA-related efforts), and ensuring alignment between workforce, education, and industry partners.

Essential Job Functions

- Leads the development and implementation of regional strategies related to career pathways, education alignment, and workforce initiatives
- Oversees grant-funded initiatives, including TEA and other strategic projects, ensuring deliverables, timelines, and outcomes are met
- Supervises and provides direction to staff involved in education, engagement, and partnerships
- Builds and maintains partnerships with employers, education providers, community organizations, and regional stakeholders
- Supports alignment of workforce programs with targeted industries and regional economic development priorities
- Oversees planning and coordination of regional convenings, events, and cross-sector meetings
- Monitors program performance, outcomes, and key metric to evaluate effectiveness of initiatives
- Collaborates with internal leadership to ensure alignment across programs, operations, and strategic goals
- Prepares reports, presentation, and updates for leadership, Board members, and external stakeholders
- Supports sustainability planning and identification of funding opportunities for regional initiatives
- Performs other duties as assigned



Education and Skills Requirements

- Master's degree in business administration, public administration, workforce development, education, or related field preferred; comparable experience may substitute
- Minimum of 5-8 years of progressively responsible experience in workforce development, education, economic development, or related programs
- Demonstrated experience managing programs, projects, or grant-funded initiatives
- Ability to build and maintain partnerships across education, workforce, and industry sectors
- Ability to analyze data, track performance metrics, and support strategic decision-making
- Knowledge of workforce development systems, career pathways, or education initiatives preferred
- Ability to manage multiple priorities and meet deadlines

Physical Demands and Work Environment

The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds. Ability to travel frequently within the 12-county area.

Benefits

- ✓ Paid Time Off (PTO) up to 160 for eligible employees, provided on January 1 of each calendar year. PTO is prorated for new employees based on their hire date
- ✓ 15 paid holidays per year, including one floating holiday
- ✓ 3 Wellness Days per calendar year to support personal well-being
- ✓ Medical, dental, and vision insurance paid by employer
- ✓ Paid life insurance, long term disability, and AD&D
- ✓ Voluntary life insurance available with employee payroll deduction
- ✓ 401 (k) savings with a company 4% match

Salary Range: \$65,000 - \$67,000 annually, commensurate with experience