



Job Description

Job Information

Job Title: Executive Director
Report To: Board of Directors
FLSA Status: Exempt

Job Family: Executive
WC Code: <insert>
Eligible for OT: __Yes__X_No

Job Summary

Reports to the Board of Directors with direct responsibility for the Board's consistent achievement of its mission and financial objectives, administration, planning, and management of resources, and successful operation of state contracted workforce services. Partners with business and community groups to prepare the existing and future workforce for in-demand jobs through practical skills development programs. Ensures the Board serves all job seekers by addressing the barriers faced by economically disadvantaged individuals and other people with barriers to preferred employment opportunities.

Essential Job Functions

Management

- Directly manages staff. Management responsibilities include, but are not limited to, talent sourcing, interviewing, hiring, job design/job descriptions, training, planning, assigning work, supervising, appraising performance, rewarding and disciplining employees, and addressing complaints and resolving problems.
- Ensures proactive talent development and succession planning
- Maintains the desired organizational culture to attract, retain, and motivate a diverse staff of talent
- Responsible for compliance with applicable employment laws

Administration

- Ensures compliance with the U.S. Code of Federal Regulations, Uniform Guidance, and the State of Texas Grant Management Standards in the financial management of a budget exceeding \$30 million, to include all contract management and administration. Responsible for successful implementation of programs, which include the Workforce Innovation and Opportunity Act, Child Care and Development Fund, Adult Education and Literacy, Choices (employment and training for recipients of Temporary Assistance to Needy Families), and Supplemental Nutrition Assistance Program Employment and Training.
- Effectively works with the Board of Directors ensuring board membership and meetings are in compliance with all applicable requirements, and that Board members receive required training and are informed timely of workforce issues
- Provides leadership in developing programs, marketing, financial and organizational plans and policies with the Board of Directors and staff, and carries out plans and policies authorized by the Board
- Ensures that Board activities and projects are consistent with the Board's mission and strategic plan, and reports progress toward meeting Board goals on a quarterly or more frequent basis as directed by the Board
- Provides oversight to ensure official records and documents are properly maintained, secured and retained
- Ensures adequate facilities and equipment are procured and maintained for Board staff operations, contractor operations and service delivery
- Proactively pursues appropriate grant opportunities and partnerships that further the Board's mission and strategic objectives
- Maintains an effective working knowledge of significant developments and trends in workforce development
- Establishes productive working relationships and cooperative arrangements with community groups and organizations
- Provides direction and coordination in developing and maintaining Standard Operating Procedures (SOPs), providing operational details and other related information detailing procedural steps of assigned tasks
- Follows directives and other instructions set forth by the Board of Directors and proactively seeks clarification from TWC on contractual matters when necessary

Legal

- Enters into and executes contracts and/or other agreements with the Texas Workforce Commission (TWC) and others as directed by the Board and ensures contractual obligations are met
- Ensures full compliance with federal, state and local regulations for all procurement and contracting operations and service delivery
- Provides for timely and complete annual audits and monitoring of contracts and operations and reports results to the Board

Budget & Finance

- Develops and maintains sound financial procedures and practices
- Ensures the development of and adherence to an annual budget that is approved by the Board and that is consistent with the Board's goals and objectives

Communication

- Ensures team collaboration and effective communication with all staff and stakeholders
- Ensures the Board is kept fully and timely informed on the condition of the organization and key factors influencing it
- As the Public Information Officer, publicizes the activities of the organization to promote services offered
- Represents the point of view, programs, and services of the organization to agencies, organizations, and the public
- Conducts official correspondence of the organization and serves as community liaison for workforce issues
- Ensures the development and distribution of an Annual Report

Educational and Skills Requirements

- Bachelor's degree required. Progressively responsible experience in areas related to workforce development, economic development, and/or executive leadership. Non-profit experience is a plus.
- Demonstrated success in seeking out and/or developing income-generating opportunities, including, but not limited to, grant opportunities, grant writing, and grant management
- Skill in building effective working relationships with board members, executive leaders, elected officials, community organizations, the public and other stakeholders
- Effective public speaking and/or presentations to the public, news media, state and federal agencies, community organizations, the business community, elected officials, and other organizations and stakeholders
- Ability to understand and navigate complex laws and regulations related to workforce development, contract management, and Texas procurement requirements
- Excellent written and verbal skills and communication/listening skills
- Demonstrated ability to guide and motivate team members
- Strong interpersonal skills, flexibility and the ability to work well/respectfully with all levels of staff, Board of Directors, vendors and other stakeholders
- Must maintain a valid Texas driver's license and required automobile insurance when driving on company business

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. 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.