# Goodwill Industries of South Mississippi, Inc.

Job Description

JOB TITLE: Vice President of Workforce Development

POSITION STATUS: Full-time Regular

FLSA: Salary, Exempt

REPORTS TO: Chief Executive Officer

**PURPOSE OF POSITION:**

South Mississippi, comprised of the lower six counties of Mississippi (Harrison, Hancock, Pearl River, George, Jackson, Stone), understands the moral and economic imperative of providing pathways out of poverty for its citizens. The South Mississippi community believes everyone gains when we unite and participate together to create shared success. Goodwill Industries of South Mississippi (GISM) seeks to play a pivotal role in building and harnessing the community’s collective energy, determination, commitment and resources to make South Mississippi a healthy and thriving community for all its residents to live, learn, work and raise a family.

GISM seeks a transformational leader to serve as a convener and catalyst for a shared community agenda, as GISM collaboratively designs and implements a impact model for reducing poverty in the South Mississippi region. The Vice President of Workforce Development (WFD) is empowered to refine and execute the operational plan approved by the CEO.

The VP of WFD will deepen GISM’s innovation and impact, serving as a thought leader for system change in the local community. Passion for; understanding of and demonstrable success, in the work of poverty reduction are critical, as the VP of WFD will work across sectors, populations and generations to inspire a vision and strategy for collective impact in the region. The VP of WFD will be a servant leader who genuinely cares about staff, volunteers and all people in our community and who is determined to chart a course to move the eradication of poverty substantially with the power of the collective.

**QUALIFICATIONS:**

* Bachelor’s degree required. Master’s degree (M.A.) in business or closely related field preferred. Requirements may be commutable with other strongly relevant experience, knowledge and/or credentials.
* Minimum of 3-years senior leadership experience with responsibility for organizational outcomes for workforce development or related field.
* Minimum of 3-years related executive experience in the administration and oversight of employment and training programs
* Minimum of 5-years in the development of business and community partnerships

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Leads the Workforce Development Division by executing performance management that effectively evaluates, coaches, retains and develops staff based on a culture of PRIDE (Passion – Respect – Integrity – Dedication – Excellence)
* Develops operational plans that will exceed organizational outcomes by championing the cause of Workforce Development and establishing a world-class service delivery model standard for client services and success outcomes that include:
	+ ***Increase number of people placed into jobs (PRIMARY)***
	+ ***Increase the number of people served (PRIMARY)***
	+ Increase average wage of jobs filled
	+ Decrease cost per placement
	+ Decrease cost per served
* Works collaboratively with other divisions/departments to accomplish operational goals and objectives. Specifically working with the Marketing department to secure corporate, government, and foundation grants including individual donors.
* Ensures strong brand awareness throughout the community and sector industries to establish a pipeline for individuals with barriers to employment to become employed in our community by:
	+ Developing formal partnerships with community-based organizations by creating and managing a Community Advisory Council (CAC).
	+ Developing formal partnerships with business organizations by creating and managing a Business Advisory Council (BAC).
* Serves as a member of the Senior Leadership Team
* Oversees the implementation and ongoing administration of all government contracts and other funds for program use within the division
* Create and manage annual budgets and reports
* Responsible for actively participating in community organizations to include:
	+ Business Councils
	+ Chamber of Commerce
	+ Lions Clubs
	+ Associations
	+ Community Initiatives
* Ensure that all interactions with clients is captured by CRM for reporting on key performance indicators (KPI’s).

**SPECIAL KNOWLEDGE & SKILLS:**

* Demonstrated ability to recognize, assess and resolve operational issues
* Ability to create, implement and execute operational plans
* Demonstrated ability to increase the organization’s presence in the community
* Proven experience in engaging and leveraging team talent and capabilities
* Proven ability to develop staff through effective communication
* Demonstrated ability to develop and manage complex budgets
* Exceptional relationship building skills across all stakeholders
* Thorough knowledge of community employment resources and programs
* Knowledge and skills in negotiating, implementing and managing government contracts at the local, state and federal level
* Exemplary oral and written communication skills
* Proficient in statistical analysis and evaluation
* Ability to formulate effective policies and procedures

**PHYSICAL REQUIREMENTS:**

General physical abilities to perform the clerical, managerial and administrative requirements of the position. Reasonable accommodation and modification, including adaptive devices, will be made to allow any person with a disability to perform the duties of this position within reasonable means.

**TRAINING & DEVELOPMENT REQUIREMENTS:**

Attending seminars and conferences related to the duties and responsibilities of the position as appropriate.