

# **WORKFORCE DEVELOPMENT MANAGER**

## **JOB SUMMARY:**

Fathers and Families Center is an independent not-for-profit corporation that is affiliated with Eskenazi Health. The mission of Fathers and Families Center is "To build a noble legacy of fatherhood – assisting fathers in achieving self-sufficiency and in strengthening families to improve the life chances of children." We accomplish this by working with fathers to help them to be better partners, providers, and parents for their fragile families.

The Workforce Development Manager furthers this mission by leading the Workforce Development Team, with responsibility for the development, implementation, and effective operation of education, training, job readiness, job placement/retention and other services, all for the benefit of fathers and their fragile families. The Workforce Development Team accomplishes this by matching participants with appropriate job opportunities, from Any Job to a Better Job to a Career. The Team also provides support to help fathers to be successful in the workplace, including employability skills, technical skills and assistance in navigating barriers to employment.

## **ESSENTIAL JOB FUNCTIONS:**

Management: Through judicious oversight of the employment team and in cooperation with the management team, manages delivery of employment services to improve outcomes for participants; this includes but is not limited to:

- In cooperation with the Director of Programs and Evaluation, enhances and implements strategic plan outcomes related to workforce development
- Manages Workforce Development staff, including professional development, evaluation, work planning, mentoring, and facilitating cooperation with other teams
- Manages staff efforts to maintain data collection and quality; maintains compliance with reporting and other requirements imposed by funders/grantors as well as board and executive staff
- Judiciously deploys and tracks available resources to optimize their impact on participant outcomes, including but not limited to barrier assistance, certification/training fees, and tuition
- Develop and maintain social media presence and utilization of other platforms

External Relationships: Engages with a full range of partners within the Indianapolis Workforce Development Ecosystem and beyond to further the workforce development goals of Fathers and Families Center; this includes the following:

- Provides leadership on employer engagement and outreach activities for successful placement and retention of participants
- Works with management and executive team to identify and cultivate employers who will support the organization financially
- Stays current with trends and best practices in the field of workforce development, adjusting strategy to produce optimal results
- Maintains and expands upon partnerships with over 100 businesses willing to hire Fathers and Families Center participants

Education and Training: Works in partnership with community partners and local businesses to develop and implement successful strategies to increase participant employability through classroom education, on-the-job training and access to in-demand certifications and credentials; this includes, but is not limited to:

- Manages Fathers and Families Center's Education Team to help participants prepare for and successfully obtain their Indiana High School Equivalency degree
- Works with Director of Programs and Evaluation to research, develop and update hard and soft employment skill curricula in accordance with best practices and evidence-based models to ensure curricula are current, relevant and effective
- Works with Director of Programs and Evaluation to implement evaluation protocols, including real-time comprehension checks and other appropriate measures of improvement in students' readiness to pass the HSE exam
- Works with staff and community partners to identify training opportunities that improve employability and increase wages for participants, including apprenticeships, industry-recognized certifications and credentials and post-secondary education
- Delivers classroom instruction as needed
- Performs all other job-related duties as assigned

## **JOB REQUIREMENTS:**

- Bachelor's degree from an accredited university required; MBA or related advanced degree preferred
- Five to seven years of direct service experience in workforce development, including demonstrated track record in job development and job placement/retention
- Three to five years of experience leading a high-performing team
- Experience with client and outcome tracking software; experience with Social Solutions' Efforts to Outcomes preferred
- Experience with adult education/training
- Have an understanding, familiarity, and ability to communicate effectively to target population
- Valid Indiana driver's license that meets Eskenazi Health's driving policy standards
- Must have own transportation