



Job Title: Director, Workforce Development Consortium

Unit: Massachusetts Association of Community Colleges (MACC)

General Statement of Duties: The Massachusetts Association of Community Colleges (MACC) seeks an experienced community college workforce professional to serve as the Director of a new Workforce Development Consortium (WDC). The Director will be primarily responsible for leading the WDC to navigate through organizational boundaries and silos and create a single point of access for ease of use by adult learners and employers for statewide workforce priority areas. The WDC is customer-focused, assisting adult learners and employers in sorting through the various training options (credit/noncredit, entry-level/incumbent worker, classroom/worksite/online, basic skills/workplace readiness/specialized occupational skills, etc.) and funding mechanisms (training vouchers, financial aid, fee-based) available through the community college network, and connecting them with the programs and community colleges that best suit their needs. The WDC will enhance efficiency for public funds that come through Commonwealth Corporation, the workforce system, and other state and federal sources, by lowering administrative and compliance costs to funding agencies.

Job Description:

- Develop and utilize an efficient structured communication channel that will reach all 15 community colleges regarding timely and important information.
- Routinely survey community colleges on non-credit programs and corporate training to benchmark current capacity and capabilities, identify obstacles and resolutions on statewide priority areas.
- Convene with industry sector employers, community college workforce directors, the Commonwealth's Workforce Investment Boards and MassHire Centers, the MACC team and Commonwealth's Workforce Skills Cabinet to identify hiring, training and partnership opportunities related to community colleges.
- Identify and propose statewide adult workforce pipeline programs and services in response to workforce development requests from public and private sources (leveraging community college capacity, equipment, facilities, and instructional expertise)
- Develop contracts and scopes of service for employers, public agencies, and employer associations.
- Work with the Community College Center for Prior Learning Consortium (at North Shore Community College) to provide articulation processes with prior learning assessment and potential credit opportunities for workers to build their workforce credentials.
- Coordinate with Commonwealth Corporation on the Educate for Opportunity grant (programmatic deliverables and fiscal reporting).

- Responsible for completing the remaining deliverables as stipulated in the grant work-plan, as well as all reporting of the National Governor's Association statewide grant related to Certified Nursing Assisting; working in conjunction with Commonwealth Corporation on all reporting requirements.
- Identify and apply for appropriate state, federal and corporate grants with approval of the MACC Director and Presidents' Council. Submit all reports (including financial reports) for grants by deadlines or upon request. Develop internal reporting systems.
- Provide reports, responses to inquiries, and grant history (both routinely and upon request) to the MACC Director and Presidents' Council, and as required by state agencies, funders and contract partners.
- Attend and facilitate meetings pertaining to the community college segment related to workforce development programs and corporate training
- Other duties as assigned by the Director and Deputy Director, including special projects that include time-sensitive deadlines. The position reports to the Director of the MA Association of Community Colleges.

Required Skills & Qualifications:

- Bachelor's degree required; Masters preferred.
- Knowledge of best practices and trends impacting community colleges and higher education in Massachusetts. Specific knowledge of workforce programs at community college preferred.
- Knowledge and experience in writing, submitting, and obtaining workforce contracts and grants on behalf of community colleges.
- Ability to prioritize and manage multiple high-priority projects and responsibilities. Ability to work in a small, fast-paced and confidential work environment.
- Excellent computer skills including but not limited to MS Excel, MS Office Suite, PowerPoint, database management, and data search tools. Strong organizational skills and analytic skills (ability to use and compile data to convey concepts; ability to understand and make statistical analysis).
- Ability to work collaboratively and effectively with the external community, including governmental agencies and nongovernmental organizations relating to higher education and grant-funded projects and workforce sector.

Other:

This is a full-time benefited position with a salary range of \$65,000-\$75,000. This is a one-year grant funded position, possibly renewable based on funding availability. Although the position is primarily based out of Boston, this position is currently flexible for remote work.

To Apply:

Qualified applicants should send a resume and cover letter in one Microsoft Word document attachment to info@masscc.org by September 24th. The Massachusetts Association of Community Colleges is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

