



Job Title: Workforce Development Director

Massachusetts Community Association of Colleges (MACC)

General Statement of Duties: The Massachusetts Association of Community Colleges (MACC) seeks an experienced professional to serve as the Workforce Development Director. The Workforce Development Director will be primarily responsible for leading a newly established Workforce Development Consortium (WDC) to navigate through organizational boundaries and create a single point of access for ease of use by employers for statewide workforce priority areas to serve learners of all ages. The WDC is customer-focused, assisting employers in sorting through the various training options (credit/non-credit, 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:

- Solicit training opportunities for community colleges by outreach to industries in Massachusetts and nationally.
- 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)
- Convene with industry sector employers, community college workforce directors, the Commonwealth's Workforce Investment Boards and MassHire Centers, MACC, and the Commonwealth's Workforce Skills Cabinet to identify hiring, training and partnership opportunities related to community colleges.
- 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.
- Routinely survey community colleges on non-credit programs and corporate training to benchmark current capacity and capabilities as well as identify obstacles and resolutions on statewide priority areas.
- Identify and apply for appropriate state, federal, and corporate grants with approval of the MACC Director and the Community College Presidents' Council. Submit all reports (including financial reports) for grants by deadlines or upon request. Develop internal reporting systems.

- Coordinate with Commonwealth Corporation on the Educate for Opportunity grant (with associated programmatic deliverables and fiscal reporting).
- Provide reports, responses to inquiries, and grant history (both routinely and upon request) to the MACC Director and Community College Presidents' Council, and as required by state agencies, funders, and contract partners.
- Develop and utilize an efficient structured communication channel that will reach all 15 community colleges regarding timely and important information.
- 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, including special projects that include time-sensitive deadlines. The position reports to the Director of the Massachusetts Association of Community Colleges.

Minimum Skills & Qualifications:

- Associate or Bachelor's degree required; Master's degree preferred.
- 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.
- Knowledge of trends impacting community colleges and higher education in Massachusetts. Specific knowledge of workforce programs at community colleges preferred.
- Knowledge and experience in writing, submitting, and obtaining workforce contracts and grants. Specific knowledge on behalf of community colleges preferred.
- Ability to prioritize and manage multiple high-priority projects and responsibilities, and work in a small, fast-paced, and confidential environment.
- Excellent computer skills including but not limited to Microsoft Excel, MS Office Suite, PowerPoint, database management, and various data search tools. Strong organizational skills and analytic skills required.
- Experience with making high level presentations, delivering customer-focused solutions, and consistently achieving sales goals.
- Ability to work remotely with the possibility of working in Boston.

Other:

This is a one-year benefited position with the possibility of becoming permanent. The starting salary range is \$65,000-\$75,000 per year.

To Apply:

Qualified applicants should send a resume and cover letter in one Microsoft Word document attachment to info@masscc.org. This position is open until filled.

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.