

Managing Director - Workforce Development



Isles Inc. is seeking a talented and enthusiastic **Manager** to develop a new, comprehensive employment service aligning and coordinating current **Workforce Development** services and resources across the organization, including intake, training, job placement and supportive services, to create a comprehensive job training and placement system and ensure consistency and compatibility of service delivery across the organization.

ABOUT ISLES:

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

ABOUT THE POSITION:

The Managing Director (MD) will develop a new employment service from current, separate workforce initiatives by evaluating, planning, and coordinating the existing system and program activities and adding new components focused on the green economy to create a comprehensive job training and placement system for the entire organization. Drawing from existing services at the Isles Youth Institute, Isles Center for Energy and Environmental Training, and Isles Financial Opportunity Center, the MD will expand opportunities in developing industries with a commitment to fostering racial equity. The primary work of the MD will include building relationships with external stakeholders, strategic planning, program development and administration, staff management, resource coordination, and building trusting relationships in the community to substantially expand training and job placement of un / under-employed individuals across New Jersey.

The MD will have a supportive and experienced leadership team and staff in place to provide services on an on-going basis while the new Service Area is being “built out”.

ESSENTIAL FUNCTIONS:

- Develop vision/mission for unified, agency-wide Workforce Development services.
- Develop expansion plan for training, including offerings and locations to address state-wide requirements.
- Develop annual department plans including goals, objectives, timelines, resources, and budget.
- Monitor progress towards achieving program goals and objectives; refine performance metrics and an evaluation plan.
- Hire appropriate staff to manage expansion.
- Create and maintain industry partnerships to gauge demand, job skills, and career ladders.
- Develop and maintain department-related relationships with community leaders and stakeholders, local, state, and federal agencies, state and local nonprofits, academic institutions, business, and other related organizations.
- Monitor expenses in line with budget.
- Coordinated with senior managers of existing Service Areas in development and implementation of new Workforce Development system.
- Provide project-related evaluation reports to funders.
- Review relevant legislation and discern impact to business.
- Fulfill project goals for grants.
- Demonstrate a commitment to organizational initiatives through words and actions.

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WHO WILL BE SUCCESSFUL:

Successful candidates want to work in a fast-paced, community-focused setting. They bring a commitment to supporting and empowering staff while meeting all HR compliance requirements. They are highly organized, effective communicators who can interact with ease with individuals from differing experiences and backgrounds. They have a reputation for being approachable, knowledgeable and responsive to all employees in the organization.

QUALIFICATIONS:

- Post-secondary training, certificates and/or degrees in community development, education, economic development, business administration or human services.
- 5+ years of experience in workforce development or directly related field; or equivalent combination of education and experience that embodies competitive capacity.
- 3 years of combined experience in contract management, equal employment opportunity, and research and data analysis.
- Proficiency working with Windows-based software including Internet, Adobe Acrobat, and Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.).
- Demonstrable experience in coalition building or leading collaborative group enterprises.
- Training specific to diversity, equity and inclusion
- Lived or related experience with identified underserved priority populations this position will serve
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)

WHAT IT'S LIKE TO WORK FOR ISLES:

Throughout its 43-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. The Isles culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 100 employees, plus a corps of volunteers and an engaged Board of Directors.

COMPENSATION: \$85K to \$95K, depending upon experience, with comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

Interested candidates should submit cover letter and resume to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what specific skills, experience, talents, and interest you'll bring to the table.