



POSITION ANNOUNCEMENT

DIRECTOR, OFFICE OF WORKFORCE DEVELOPMENT (ORGANIZATIONAL LEADERSHIP)

ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 10,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

The Director of the Office of Workforce Development will play a pivotal role in developing, managing, and expanding workforce development programs targeted at youth. This individual will oversee national program and partnership development, manage fiscal and administrative operations both grant and non-grant related, and lead outreach and promotion efforts to ensure the successful execution of the our mission.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

Must possess excellent interpersonal skills, writing skills, the ability to communicate persuasively and amiably with prospective key stakeholders including business partners, chapter advisors, and volunteers. The ideal candidate must possess excellent project management and organizational skills. A positive record of experience managing large special events is preferred which should include management of a volunteer network. Ideally, the successful candidate has management experience with the career competitions at the national and/or state levels. Bachelor's degree or relevant work experience required.

ESSENTIAL FUNCTIONS OF THE JOB

As part of the organization's leadership team, manage vision, development, and implementation of programs in accordance with the mission and goals of the organization.

Leadership and Management:

- Serve as the lead for all workforce development initiatives within the organization.
- Develop and implement strategic plans to expand workforce development programs.
- Oversee the onboarding of employers and establish new protocols for program execution.
- Coordinate recruiting events and manage strategic partnerships.
- Supervise staff, ensuring adherence to policies and procedures.

Program Development and Coordination:

- Develop and manage workforce development programs that target youth, particularly those from underrepresented and underserved communities.
- Oversee outcomes tracking and reporting to ensure program effectiveness and compliance with grant requirements.
- Ensure that program activities align with the organization's goals and objectives.
- Foster and maintain relationships with key stakeholders, including industry partners, educational institutions, and community organizations.

Fiscal and Administrative Management:

- Track expenditures and ensure proper attribution to relevant grants and funding sources.
- Manage the budget, oversee procurement processes, and reconcile monthly expenditures.
- Ensure that all fiscal activities comply with organizational and grant requirements.

Outreach and Promotion:

- Lead efforts to promote workforce development programs and recruit participants.
- Develop and implement strategies to engage employers, partners, and participants.
- Represent the Foundation at relevant events, meetings, and conferences to promote workforce development initiatives.

Grant Management:

Contribute to required grant activities, including:

- Building partnerships, managing industry engagement and support
- Promotion and outreach
- Engaging underrepresented populations and underserved communities
- Data-informed decision-making
- Policy and system alignment

OTHER JOB DUTIES

- Required to attend SkillsUSA Illinois major events with partners in attendance.
 - Advisor Development Conference (September) – 2 days, as needed.
 - L.E.A.D. (November) – 4-5 days, as needed.
 - The Championships: *Illinois Elite Career Competitions* (April) – 6-10 days
 - National Leadership & Skills Conference (June) – 8 days, on rotation, as needed
- Additional travel as needed to plan and meet programmatic objectives.
- In conjunction with staff, set and maintain a work schedule.
 - Allow for flexible working hours, working evenings and weekends as needed, based on office schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

WORK LOCATION: Headquarters Office (Pekin, Illinois)
Remote work for Illinois residents may be considered for this position.

IMMEDIATE SUPERVISOR: Associate Executive Director

SUPERVISORY AUTHORITY: Office of the Workforce Development staff
Related Contractors, Consultants and Volunteers
Others as assigned by the Executive Director/Immediate Supervisor

COMPENSATION: Annual salary range of \$70,000 - \$85,000.
SkillsUSA Illinois current employment benefits:

- Health Insurance Plans
- Retirement Plan with 3% contribution of salary match.

Interested applicants should submit a letter of intent and résumé to:

<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.