



Apprenticeship Director

About the National Fund

The National Fund is a national initiative driving practices, policies, and investments that enable workers to succeed in good jobs, provide employers with a skilled workforce, and build more prosperous communities. See more at www.nationalfund.org.

The National Fund highly values a team approach to achieving its mission. This requires that all staff members recognize the importance of a collaborative approach to implementing projects/initiatives, evaluation and learning efforts, communicating to National Fund leadership, representing the National Fund to external audiences and raising financial support. National Fund leadership includes the Board of Directors and Partners Council, the CareerSTAT Executive Committee, all the National Fund partner communities including, national and local funders, CBOs, education and training providers, local employers and workers.

The **Apprenticeship Director** will have responsibility for increasing the capacity of National Fund partner communities to conceive, organize, develop and implement apprenticeship programs in non-traditional industries. The Director will also work closely with the entire National Fund team in the implementation of the its mission and three-year goals.

The ideal candidate should be passionate about expanding opportunities for low-skill workers and disadvantaged youth, have a track record of implementing apprenticeship programs and a strong record of project implementation, capable of both big picture and detail thinking. The Director's position will be supported by a half time project assistant and the National Fund's Communications staff.

Reporting to the National Fund Senior Vice President, the Apprenticeship Director will have specific responsibility for:

- Leading, organizing, and contributing to the implementation of the goals and strategic advancement of the National Fund's mission and Apprenticeship initiative;
- Actively participating in apprenticeship related initiatives with the National Skills Coalition (NSC) and other organizations supporting apprenticeships in the United States;
- Assisting regional collaboratives with the following: identifying and recruiting subject matter experts as resources for the National Fund apprenticeship learning community, increasing awareness of apprenticeships among their industry partnerships and assessing suitability for employers' skills needs, and regular technical assistance to develop appropriate apprenticeship models that meet the needs of regional industry.
- Organizing an annual learning conference on apprenticeship specifically targeting National Fund partner communities and non-traditional apprenticeships;

- Developing Request(s) for Proposals (RFPs) for partner communities to receive grants to support the development of apprenticeship programs, and managing these 5 to 10 grants for the complete grant lifecycle;
- Tracking metrics and measurable progress of project funds to ensure efficient and effective success for grantees;
- Developing and delivering presentations, articles, and other written or visual products to employers, practitioners and funders to promote apprenticeships;
- Supervising any staff and/or contractors that have responsibility for the Apprenticeship initiative;
- Preparing and submitting all required reports in a complete and timely manner;
- Participating in weekly staff conference-call meetings and bi-monthly, in-person staff meeting;
- Identifying opportunities for fundraising and supporting fundraising efforts especially for apprenticeships;
- Perform other duties as assigned.

Desired Qualifications

- Experience working with businesses and employers on training and related efforts;
- Familiarity with workforce development strategies and programs, especially with programs for preparing low-skill workers and/or disadvantaged young adults;
- Excellent writing abilities especially in preparing concise and cogent reports, blogs, white papers, etc.
- Strong presentation skills, especially with small groups;
- Willingness to travel at least once to twice a month;
- Experience of working in a team-based approach to project implementation;
- Excellent interpersonal and communication skills and ability to engage with and work with individuals by email and telephone
- Proficiency in all Microsoft Office software products; and
- A Bachelor's degree.

Compensation is commensurate with experience and includes excellent benefits.

To apply, please submit a letter of interest and a resume, including salary expectations, to Director of Programs and Operations Elicia Wilson at ewilson@nationalfund.org.

National Fund for Workforce Solutions is an Equal Opportunity Employer and is committed to diversity in its workforce. Diverse candidates are encouraged to apply.