



President and CEO

The National Fund for Workforce Solutions seeks an experienced, dynamic, inspiring President and CEO to lead the National Fund's implementation of its vision, mission, and values.

The CEO of the National Fund has the unique opportunity to make significant contributions to addressing some of America's most salient workforce development challenges, including assisting thousands of individuals participate in more satisfying and rewarding work that allows them to support their families. The National Fund directly impacts workers by defining how employers can improve the quality of their jobs and get recognized for their best practices. The CEO has the potential to reduce the significant racial disparities across occupations and workforce investments and encourage an aggressive approach to generating impact by improving the workforce development systems that touch tens of thousands of individuals and businesses.

The ideal candidate will be deeply committed to the vision and mission of the National Fund, especially the organization's commitment to racial equity and inclusion. The ideal candidate will have demonstrated ability to work collaboratively with a staff of (currently 16) experienced professionals and in partnership with the directors and supporters of the National Fund's more than 30 regional workforce collaboratives. The CEO will report to a committed and active Board of Directors that establishes the organization's overall policies and strategies.

Role and Responsibilities

The President and CEO will have specific responsibility for the following areas:

Leadership and Performance

- Provide leadership, inspiration, and motivation to ensure the overall successful implementation of the organization's five-year strategic priorities
- Ensure excellent progress on annual performance benchmarks leading to successfully meeting the organization's long-term impact metrics
- Ensure that all strategies maintain a focus on addressing racial disparities throughout program implementation
- Set the standard for an open, inclusive, supportive work environment that respects the experiences, culture, and perspective of all staff

Financial Health and Development

- Maintain excellent financial management practices

2 | National Fund for Workforce Solutions CEO & President Job Description

- Raise an annual budget of \$7-\$9 million
- Work closely with the Development Director to ensure a promising supply of funding prospects

Motivate and Strengthen the Network

- Ensure that all National Fund collaboratives are effective, impactful leaders in their communities
- Seek opportunities to expand the scale and growth of the network
- Communicate effectively to national and local audiences

Management

- Lead, inspire, and manage staff including the direct supervision of the Chief Operating Officer, the Marketing and Communications Director, the Vice President for Programs, and the Development Director.
- Work closely with the Chair of the Board of Directors to prepare board meetings that engage and inform Board and Partners Council members
- Seek out and develop new partnerships that add value to the Fund

Additional Qualifications

- Significant workforce development experience especially with sector-driven workforce development efforts, job quality initiatives, and systems change strategies
- Experience with working closely with a nonprofit Board of Directors
- Strong familiarity with potential sources of philanthropic and corporate support
- Involvement in planning and implementation of racial/gender equity initiatives
- A clear understanding of how to improve systems to benefit low-wage workers and job seekers, especially people of color and women
- A proven ability to work collaboratively with a distributed network of organizations to pursue common goals, track progress, facilitate learning, and synthesize lessons
- Excellent writing and public speaking abilities
- Strong group facilitation and presentation skills
- Willingness to travel frequently
- Locating near the national office in Washington, DC, is preferred

Compensation

Commensurate with experience, workforce development knowledge, and demonstrated effectiveness in program and strategy implementation

Excellent benefits including 401k with employer contribution, health care paid at 90%, dental, vision, tuition reimbursement, professional growth opportunities and more!

The National Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply

To apply confidentially, contact the search committee's professional consultant: Lynn Mayfield, Lynnmayfield62@gmail.com.