



About the National Fund for Workforce Solutions

The National Fund for Workforce Solutions is a national nonprofit organization whose mission is to collaborate with workers, employers, and communities to advance a skilled workforce, promote good jobs, and invest in equitable outcomes. See more at www.nationalfund.org. As a dynamic network of 30+ communities, the National Fund invests in demand-driven, evidence-based solutions.

About the Position

The **Director of Employer Activation** will lead the National Fund's strategic efforts to cultivate more employers of choice and promote good jobs. In taking a demand-driven approach to workforce development, the Director will champion strategies such as scaling industry partnerships, leveraging anchor institutions and facilitating peer learning networks with a specific focus on improving job quality. The Director has responsibility for managing a portfolio of multi-year grant-funded initiatives designed to activate employers to invest in their workers, make jobs better and create equitable and inclusive access to them. To implement the work, the Director will lead an internal solutions team and actively collaborate with the National Fund's network of regional collaboratives. S/he will also engage directly with philanthropy, workforce intermediaries, employers, and workers. Along with innovative team-based program planning and design, evaluating outcomes and identifying cross-network learnings and trends is central to the work. The Director will also work closely to align the solution team's work with the entire National Fund team in the implementation of its mission and five-year strategic priorities.

The ideal candidate will be passionate about expanding economic opportunities for low wage workers and activating employers to invest in their workforce. Experience in developing and implementing job design changes with workers and employers is preferred. Commitment to both strategy development and program implementation excellence is imperative. The Director of Employer Activation will demonstrate the National Fund's values for systems thinking, collaboration and partnership, racial equity and inclusion, continuous learning and innovation, and the power of our network to accelerate change.

Reports to: Vice President

Essential Duties and Responsibilities

Program Management

- Work closely with the National Fund team and network to manage and/or assist with implementation of solution team activities
- Design collaborative team meetings and processes to advance the work
- Organize learning forums (e.g., webinars, annual network meetings, etc.)

- Identify funding needs and develop grant requests for proposals (RFPs); and manage awarded grants throughout grant lifecycle
- Synthesize progress and analyze learning from programs and initiatives based on clear and measurable objectives

Written and Verbal Presentations

- Develop and deliver presentations, articles, and other written or visual products to employers, practitioners, and funders to promote job quality and provide resources to be used by NF collaboratives and the workforce development field
- Prepare and submit all required reports (learning reports, funder reports, board reports, etc.) in a complete and timely manner
- Participate in weekly staff conference call meetings and bi-monthly in-person staff meetings

People Management and Relationship Building

- Supervise a growing team of program managers and associates in a manner that promotes continuous learning and innovation
- Identify opportunities for fundraising and support fundraising efforts, including concept development, input to proposals and engagement with funders
- Grow and manage collaborative learning networks focused on improving job quality

Strategic Leadership

- Ensure racial equity is embedded in all programs, data analyses, reports, etc. to ensure learnings and decisions are informed from a racial equity lens
- Co-design with the solutions team the workflows that are linked to fulfilling our mission and strategic priorities
- Apply systems and strategic thinking to program development that is forward looking to enable the NF to be a thought leader in the field

Desired Qualifications

Education & Experience

- Minimum of a Bachelor's degree preferred
- 5-10 years working directly with job seekers and/or employers
- Direct business experience, including operations, human resources, industry associations or partnerships
- Understanding of the talent acquisition and development process, particularly for frontline workers, including recruiting, hiring, training, and advancement efforts
- 2-4 years managing a distributed team tasked with implementing projects and tracking outcomes.

Skills

- Managing complex grant-funded projects involving multiple stakeholders and deliverables that are completed within budget and in accordance to timeline and funder guidelines
- Managing strategic relationships, including funders, partner organizations and network members
- Attention to detail with capacity for managing multiple tasks in a fast-paced environment
- Excellent writing abilities especially in preparing concise and cogent reports, blogs, white papers, etc.
- Strong presentation skills, especially with small groups
- Self-directed contributor who takes initiative and looks for opportunities to collaborate across the organization
- Excellent interpersonal and communication skills and ability to engage with and work with individuals remotely and in-person
- Proficiency in all Microsoft Office software products

Work Environment

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings
- Work location is flexible. If working remotely, travel to the National Fund's DC office will occur on a regular basis (approximately six times per year)
- Job will include being in an office environment as well as remote sites and will require travel to National Fund site locations at least one to two times per month

Benefits

Compensation

Salary Range: \$95,000-\$115,000 (Depends on Experience)

Healthcare covered at 90% for employees and dependents; vision and dental covered at 80% for employees and dependents, 401k (with 3% non-elective employer contribution), paid-time off including holidays, vacation and sick days, commuter benefits and more.

Application Process

Interested applicants should send an application package that includes: a resume, cover letter, and writing sample (combined into one PDF or Word document) to Elicia Wilson, Chief Operations Officer, ewilson@nationalfund.org. Applicants may be asked for additional materials or references as he/she advances through the interview process.

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