



## Network Director

### **About the National Fund for Workforce Solutions**

The National Fund for Workforce Solutions invests in a dynamic national network of 30+ communities taking a demand-driven, evidence-based approach to workforce development. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at [www.NationalFund.org](http://www.NationalFund.org).

### **About the Position**

The **Network Director** will lead efforts to strengthen the National Fund's network of regional collaboratives to drive impact at the local and national levels. Regional collaboratives bring together diverse partners — philanthropy, workforce development, employers, workers and others — to co-invest in a shared strategic vision for workforce development. The Director will implement the National Fund's strategic priority to invest in the capacity and resiliency of our collaboratives to improve local systems and outcomes for workers and employers. The Director will also work to amplify the impact and reach of the collective network. Cultivating high quality relationships with collaboratives and the individual innovators and change agents who are actively implementing the National Fund's solutions is central to the work.

The ideal candidate will recognize the power of social networks to effect change and understand the challenges of harnessing members to demonstrate impact. A basic understanding of the principals of collective impact is valuable. The ideal candidate will be fluent in the public, private, and non-profit sectors engaged in workforce development. They will have a demonstrated ability to develop and execute strategies that increase the capacity of individual network members, expand connections between network members, and build the capacity of the network hub. The main responsibilities will include network relationship building, including routinely connecting parts and people and coordinating network-wide activities. The Director will lead an internal team, collaborate with other teams, and manage network technical assistance coaches. The capacity to engage individuals from diverse backgrounds and a strong commitment to racial equity and inclusion is required.

**Reports to:** Chief Program Officer

### **Essential Duties and Responsibilities**

#### **Program Management**

- Coordinate and manage the network's membership process, including assisting interested communities in joining the network, onboarding new collaboratives, and helping existing members meet network membership expectations
- Catalyze and coordinate network-wide activities (e.g., webinars, annual network meetings, etc.) to provide a spectrum of member engagement opportunities in alignment with current strategic priorities

- Work closely with National Fund staff to facilitate connections between and among network members, including gathering network information and developing new programming
- Manage collaborative assessment process and work with members to develop plans for improving effectiveness at implementing the National Fund's Solutions
- Coordinate with network technical assistance coaches and experts to connect them to meet collaborative needs, deliver assistance, and share lessons learned
- Support and lead network fundraising efforts with development director including concept development, input to proposals and engagement with funders, tracking and reporting on grant progress and lifecycle

### **Communications and Thought Leadership**

- Support staff, consultants, and network participants to have a basic understanding of network approaches, network values, and basic network weaving skills
- Synthesize progress, analyze learning, and develop a variety of communications tools and resources to amplify the impact and reach of the collective network
- Develop, deliver, and/or promote presentations, articles, tools and other products to employers, practitioners, funders, and other key National Fund audiences
- Collaborate with the Communication Team to develop timely, relevant, and actionable communications to the network.
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### **People Management and Relationship Building**

- Supervise a growing team of program managers and associates in a manner that produces results and promotes continuous learning and innovation
- Grow and manage collective learning networks
- Strong interpersonal skills, including ability to communicate openly and directly with co-workers and community members

### **Strategic Leadership**

- Develop a plan to align and weave the various parts of the Network – individuals, collectives, communities, projects, and actions
- Co-design with the solutions team the workflows that are linked to fulfilling our mission and strategic priorities
- Apply systems thinking and strategic thinking to program development that is forward looking to enable the National Fund to be a thought leader in the field

### **Desired Qualifications**

#### **Skills**

- Experience in building and nurturing networks, coalitions, or communities of practice that encompass a range of perspectives, cultures, and backgrounds, including experience growing online/offline community
- Open to experimentation, learning, and adjustments along the way; ability to push through ambiguity to deliver results
- Attention to detail with capacity for managing multiple tasks in a fast-paced setting
- 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
- Demonstrated commitment to racial, social, and economic justice
- Proficiency in Microsoft Office suite, program management tools like ASANA and CRM systems such as EveryAction.

### **Education and Experience**

- Minimum of a bachelor's degree preferred
- 5-10 years working in workforce development or similar field
- 2-4 years managing a distributed team tasked with implementing projects and tracking outcomes as well as experience managing complex networks.

### **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**

Salary Range: \$95,000-\$115,000 (Dependent 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 a resume, cover letter, and writing sample to Elicia Wilson, Chief Operations Officer, [ewilson@nationalfund.org](mailto: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.*