



Program Director, Worker Success

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.

About the Position

The Director of Worker Success will lead the Equip Workers for Success solution team, which is focused on delivering the full range of skills development and supports that recognizes the humanity of workers and allows them to show up as their full selves – from training and education to trauma-informed practices, to worker voice strategies and the broader systems that facilitate their success. The Director has responsibility for managing a portfolio of grant-funded initiatives designed to equip low- and moderate-income workers to succeed in the workplace and achieve economic self-sufficiency. Particular focus will be on our network's efforts to implement innovative work-based learning and career mobility models, deliver effective employee support services, and incorporate worker voice to improve workplace culture. Through this work, the Director will engage directly with workforce intermediaries, career coaches and employers, and workers. The Director will also work closely 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 job seekers with a particular focus on people of color and women. Experience in one or more of these areas is required: human resources, career pathway development, work-based learning, and job coaching. A strong record of project design and implementation is needed. Commitment to engaging workers so that workforce programs and business practices and policies meet their needs is critical. The Director of Worker Success will demonstrate the National Fund's values for systems thinking, collaboration and partnership, equity and inclusion, continuous learning and innovation, and the power of our network to accelerate change.

Reports to: Chief Program Officer

Essential Duties and Responsibilities

Program Management

- Work closely with the National Fund team and network to manage implementation of worker success-focused programs and initiatives
- Document progress and learning from programs and initiatives based on clear and measurable objectives
- Organize learning forums (e.g., webinars, annual network meetings, etc.)
- Develop worker success-related grant proposals and requests for proposals (RFPs) and manage awarded grants throughout grant lifecycle
- Manage program budgets of multiple funders in support of worker success strategies
- Prepare and submit all required reports in a complete and timely manner

People Management and Relationship Building

- Supervise a growing team of staff and consultants 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, collaborative members, and funders
- Identify opportunities for fundraising and support fundraising efforts, especially related to worker success initiatives

Strategic Leadership

- Develop and implement worker success strategies that build capacity, incorporate worker voice, and incorporate trauma-informed practices
- Co-design with the solution team the workflows that are linked to fulfilling our mission and strategic priorities
- Serve as a subject matter expert and actively participate in external events and engage with media, both traditional and social, to promote worker success
- Develop and deliver presentations, articles, and other written or visual products to employers, practitioners, and funders
- Achieve results through racial equity and inclusion best practices
- Collaborate and create to contribute to organizational racial equity and inclusion.

Desired Qualifications

Skills

- 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 and versatile writing abilities that reach a range of audiences, especially concise and cogent proposals, reports, blogs, white papers, etc.
- Strong presentation skills
- Self-directed contributor working across multiple teams, demonstrates 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 Microsoft Office suite, Asana (or similar project management platforms), and EveryAction (or similar customer relationship management systems).
- Demonstrated commitment to racial, social, and economic justice

Education and Experience

- 8+ years working in workforce development or similar field
- Experience managing in-person and remote teams tasked with implementing projects and tracking outcomes
- Experience working directly with job seekers and low wage workers to develop skills, obtain industry-recognized certifications, secure employment, and advance their careers
- Familiarity with worker-centric strategies to ensure the perspective and needs of low-wage workers are incorporated into workforce development strategies and programs.
- Experience working directly in human resources or in partnership with employers on recruiting, hiring, training, and advancement efforts
- Experience working in a team-based approach to project implementation

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) in addition to program-related travel.
- 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-\$125,000; salary depends on relevant 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 submit a resume, cover letter, and writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance 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.