



Manager, Collaborative and Network Engagement

Who We Are

The National Fund for Workforce Solutions envisions an equitable future where all workers have the resources required to thrive, race does not dictate employment outcomes, and all jobs are good jobs. We are a recognized leader in establishing and scaling effective strategies that foster racial equity in the workforce to help communities thrive. Our dynamic national network is comprised of more than 30 regional workforce collaboratives that convene cross-sector stakeholders and align resources toward collective action for greater impact. Our four solutions — activating employers to make jobs better, equipping workers for success, changing systems for improved outcomes, and co-investing for impact — are how we work to achieve our goals. Learn more at www.NationalFund.org.

What You'll Do

As the Manager, Collaborative and Network Engagement you will play a pivotal role in supporting the National Fund's network of regional workforce collaborative members. The key focus areas for the Collaborative and Network Engagement team include bolstering the resilience of individual collaboratives driving change at a local level, fostering meaningful connections and knowledge exchange among members, and ensuring the National Fund functions as an effective network facilitator. Core to this role is the planning and execution of engaging content for virtual calls/webinars, in-person gatherings, large convenings, and other workshops. The position reports to the Director, Collaborative and Network Engagement.

Essential Responsibilities and Functions

- **Project management:** Plan, initiate, execute, monitor, and close a project (or program) within the defined time and resource constraints by developing systematic ways to complete work, including dealing with future contingencies within a team. Projects for this role will include, but not be limited to, co-designing and planning events, workshops, and virtual sessions to foster connections and promote continuous learning.
Stakeholder engagement: Communicate with and coordinate relevant stakeholders to facilitate key activities related to specific project goals. Engage collaboratives and partners to understand their unique challenges and needs and create plans for addressing these challenges and needs. Facilitate opportunities for creative knowledge sharing between network members.
- **Research and analysis:** Research/mine data, organize data, analyze findings, forecast and make decisions/problem solve based on findings, and communicate/report information to appropriate parties
- **Present:** Deliver effective and engaging presentations to a variety of audiences using various mechanisms or tools.

- **Writing:** Draft documents (such as reports and memos) that use appropriate grammar, punctuation, spelling, vocabulary, and clarity based on the audience, message, and/or task.
- **Program budget management:** Assist with program budgets, track program expenses, and process invoices for assigned contracts and deliverables, and, in some cases, provide input on program budgets.
- **Compliance/contract management:** Manage vendor contract and grant agreement creation, execution, financial performance/fund stewardship, deliverables, deadlines, contract terms, and conditions.

Who You Are and Keys to Success

- **Planning:** Identifies the sequence of tasks and the resources needed to achieve a goal and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions.
- **Initiative:** Starts activity without relying on direction from others, accurately assesses risks or problems, takes action when needed, and asks questions when necessary.
- **Prioritization:** Manage expectations of self and others and ability to prioritize tasks by importance and deadline. Discerns what is crucial from what is just urgent. Adjusts priorities as situations change.
- **Relationship management:** Ability to keep employees and stakeholders engaged and motivated through effective communication, conflict management, and mutual respect and trust.
- **Problem solving:** Ability to correctly define a problem, determine the cause, and identify, prioritize, and select an appropriate solution.
- **Conflict management:** Understands the inevitability of conflict and weighs into conflict with determination and tact.
- **Contribute to inclusive workplace relationships:** Identifies shared perspectives, challenges assumptions about self and others, and engages with people. Responds flexibly and positively in diverse group settings and acts within teams to mitigate the impact of systemic inequities.
- **Collaborate in diverse teams:** Communicates in ways that can be understood by all members of the team, manages time to enable engagement and inclusion by team members, continuously seeks input from team members, and assumes shared responsibility within the team.

Required Education and Experience

- Industry credential, associate degree, bachelor's degree, or equivalent experience
- Minimum of 4-8 years' experience in a related field
- Experience leading projects and project planning
- Experience facilitating online and in-person meetings, with a focus on experiential learning
- Proficiency with Microsoft software (Excel, Word, Outlook, PowerPoint, etc.), program management tools (e.g., ASANA)
- Demonstrated commitment to racial, social, and economic justice

What You Should Know

Work Environment

- Work schedule will normally be Monday through Friday and may include occasional weekends and/or evenings.
- Work location is flexible. Travel will be required 6-10 times per year for National Fund staff events as well as programmatic work. Proof of COVID-19 vaccination required for all employees.

Compensation and Benefits

- Salary range: \$65,000-\$95,000, depending on relevant experience
- Excellent benefits package including healthcare, vision, and dental covered at 90% for employees and dependents, 6% 401k contribution, paid time off (including holidays, vacation, sick days and paid sabbatical), technology subsidy, and more.

Application Process

Interested applicants should submit a resume, cover letter, three references (including reference name, email and/or phone number), and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials as they advance through the interview process. References will not be contacted without prior notification.

The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.