



workforce  
SOUTHWEST WASHINGTON

Workforce Southwest Washington

**Chief Executive Officer**

Job Description

Workforce Southwest Washington is a 501(c)3 non-profit organization that pursues and invests resources to improve the quality of the workforce in Clark, Cowlitz and Wahkiakum counties in SW Washington. WSW provides leadership, policies, funding and strategic vision to workforce development programs which are delivered through a network of local partners to help people get the skills, training and education they need to go to work or advance their careers. Our partners include employers, labor groups, government, education, community based organizations and economic development organizations.

Position Overview

The Chief Executive Officer is responsible for fiscal and program oversight, leadership, and strategic vision for the organization. Responsibilities include leading and implementing a comprehensive strategic vision, continued development and maintenance of strong relationships and partnerships, managing staff, supporting communications throughout the region, fiscal management and coordination and integration of the workforce development system within the designated counties.

The CEO reports to the 9 member Board of Directors and provides executive leadership to the 30 member Local Workforce Development Board (LWDB).

Essential Functions:

- Leadership
  - Serve as Chief Executive Officer
  - Provide oversight and direction to the non-profit organization
  - Develop and update the Local Workforce Plan
  - Develop and update LWDB's strategy and vision
  - Identify and create strategic initiatives and advocacy programs
  - Use innovation to advance the workforce vision
  - Capitalize on workforce resources throughout the region
  - Lead the Board to take measured risks when appropriate

- Finance and Fund Development
  - Supervise Fiscal staff
  - Establish and maintain financial controls
  - Develop an annual budget
  - Expand budget through grants and sponsorships to support the strategic plan
  - Maintain sound financial position
- Communications
  - Create and maintain strong communication between stakeholders and the public via a communication plan, ensuring clear communication of the Council's strategic vision for the workforce system
  - Develop and maintain strong relationships with funders, stakeholders and customers, facilitating positive engagement between public and private sectors
  - Engage with elected officials, Congress and the state legislature to advance development of the region's workforce
  - Advocate on behalf of the Council
- Collaboration and Integration
  - Coordinate and lead workforce partners to accomplish the strategic vision and support the organization's vision for close collaboration, integration and creation of the workforce system
  - Guide the Council to effectively harness its skills, resources and power; lead development of the Council's vision
  - Integrate local resources, systems and community aspirations into the workforce system through strong partnerships with diverse groups
- Management and Oversight
  - Serve as Chief Operating Officer
  - Develop and implement an organization work plan
  - Lead and supervise the Council's staff and resources
  - Develop skills and potential of staff
  - Be familiar with current and emerging workforce trends
  - Maintain strong relationships with SW Washington's Economic Development Councils
  - Develop and strengthen relationships with state, local and federal elected officials, public entities, local governments, private businesses, individuals and SW Washington communities

Qualifications, Knowledge and Skills:

- Bachelor's degree required, advanced degree preferred
- Demonstrated experience in workforce development programs and leadership
- Demonstrated experience in staff management, Human Resources, and experience as a supervisor
- Demonstrated experience managing non-profit finances including oversight experience with fiscal controls, accounting processes, and experience creating and maintaining budgets

- Demonstrated experience in project development, marketing and communications management skills
- Demonstrated experience in policy development and implementation
- Knowledge of Federal and State of Washington workforce development policies
- Exceptional verbal and written communication skills
- Ability to work with customers, investors, and the public
- Ability to work independently and exercise judgment as well as participate in a project team
- Ability to take direction
- Ability to supervise and provide direction to subordinate staff
- Some flexibility of schedule to include occasional night meetings or out of the area travel for meetings, trainings, etc.
- Knowledge of computer based office systems and experience with spreadsheets, word processing and related software

#### ADDITIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver's License
- Properly licensed and insured automobile, available for use during work hours.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm, however, occasional evening and/or weekend assignments may occur.

#### WORK ENVIRONMENT

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington State. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is an exempt position. Compensation range \$90,000 - \$125,000 annually. Benefits are provided/available as outlined by policy which may change from time to time as circumstances warrant.

The WSW is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, political affiliation or belief, or other protected status.