



Workforce Southwest Washington

Director of Programs

Job Description

[Workforce Southwest Washington](#) (WSW) values diversity, equity, and inclusion. WSW provides an inclusive workplace where difference is valued, celebrated, and engaged. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team. WSW offers a generous paid time off package with up to 280 hours available annually, paid professional development opportunities, flexibility of work hours within Monday-Friday, Regence medical and vision coverage with premium paid at 90% for employees and dependents, Principal dental coverage, and up to 3% IRA match to name a few. All staff hired at WSW are brought into an environment that supports and encourages self-reflection, learning, risk-taking, and growth to continually develop each employee's understanding of themselves and others.

COMPENSATION

This is an exempt, salaried position. The starting salary range for this position is \$66,000 - \$78,300, dependent on skill level and experience. WSW adjusts the salary schedule annually based on the Nonprofit Organization Salary Report published in November. As of 2022, this position caps out at \$92,600 for experienced employees who demonstrate proficiency of 95% of required skills.

POSITION OVERVIEW

The Director of Programs is a key member of the WSW leadership team, providing the overall direction and operational management of services and other programs for WSW, primarily our contracted Federal and State funded programs. The Director proactively leads and executes solutions in a fast-paced multi-service environment and will ensure a high-performance, data-driven, outcomes-focused culture. The Director strives to connect deeply with the communities we serve and put the people we serve at the heart of our program development approach. The Director has responsibility for the department's budget averaging \$10million a year, contract and staff performance, data management, overseeing a network of contracted service providers, staffing, program implementation processes, as well as community partnerships, and leading grant and revenue development activities.

The Director of Programs embodies continuous improvement and strives to identify ways to improve all aspects of WSW's work – and making that happen directly and through the teamwork of others. The Director has experience with operations and people management, grant writing, program development, leading teams in achieving outcomes and will inspire others to exceed organization goals while constantly working to better understand the needs, challenges, and opportunities for the communities we invest in. This position reports to the Chief Executive Officer.

ESSENTIAL FUNCTIONS

Leadership Capabilities

1. Creates and executes a comprehensive and coordinated approach across WSW programs and funding streams to best serve the community with workforce solutions across the counties
2. Leads Program team staff with a hands-on and highly supportive approach.
3. Drives accountability to implement written policies, procedures and performance measurements for all team members and vendors.
4. Craft and implement strategies to market and scale programs to meet goals
5. Effectively and proactively communicates all relevant issues and opportunities to WSW leadership
6. Engages and connects with team and stakeholders to understand the needs, challenges, and opportunities for the communities we serve
7. Works with leadership to foster strong intra-agency collaboration and support from other WSW departments, including Fiscal, Business, Communications and Operations to meet Program team and company needs
8. Attracts and develops an outstanding team of dedicated and effective professionals
9. Develops strategic organizational plans for the department

Fiscal Management

10. Directs multiple grant programs from various Federal, State, County, City, private and philanthropic sources
11. Manages and monitors performance within budget, ensuring all spend goals are met
12. Maintains internal controls, programmatic compliance, and financial discipline

Performance Data & Outcomes Management

13. Creates and analyzes program data, budgets, and performance
14. Oversees accurate and thorough completion of data management
15. Produces clear and creative reports to explain results
16. Develops written policies and procedures, including workflow and incorporates user experience input

Outreach/Communication

17. In collaboration with Communications and executive teams, creates and continually updates a robust and creative communications plan and content
18. Develops and evaluates the effectiveness of the communications plan to meet team's goals

Fiscal Development

19. Identifies funding sources (e.g., public, private, philanthropy)
20. Creates and executes fund development strategy
21. Writes grant proposals and secures funding for programs managed

External Relationships

22. Creates, represents, and fosters strong external partnerships
23. Prepares presentations to Board members and is an ambassador for the organization
24. Works proactively with public officials
25. Perform other duties as assigned

TRANSFERABLE SKILLS

- Demonstrated effective oral and written communication skills
- Ability to work collaboratively with colleagues and partners from diverse backgrounds and experiences.
- Effective public speaking and presentation skills.
- Highly motivated and actively contributes in an inclusive, collaborative environment that engages fellow WSW team members in meeting organizational and professional goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.

EDUCATION/CREDENTIAL/TRAINING REQUIREMENT

- 5 years' experience in program/project management; **or** equivalent combination of education and experience; **or** bachelor's degree and 3 years' experience in program/project management.
- Knowledge with or ability to learn software and hardware such as Microsoft Office Suite, Cloud-based Customer Relationship Management Database, Standard PC and Windows-based applications, and cell phone.

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 a.m. to 5:00 p.m.; however, occasional evening and/or weekend assignments may occur.

WORK ENVIRONMENT

Work is performed at the WSW office in Vancouver, Washington and as needed at various sites throughout the three-county region of Southwest Washington. During the COVID pandemic, WSW staff are working a hybrid model with 2 days a week in the office the other 3 from home. WSW is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday; our work from time-to-time may be conducted outside of normal business hours. Employees should coordinate with their manager to determine their work schedule and required availability. To support a collaborative hybrid work environment, the hours of 9:00 a.m. to 4:00 p.m. is when most internal WSW meetings will occur. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711. WSW takes affirmative action to ensure underrepresented individuals, individuals identifying as female, veterans with disabilities, recently separated veterans, Armed Forces service medal veterans, other protected veterans and individuals with disabilities are introduced into WSW workforce and considered for promotional opportunities. As part of WSW's affirmative action policy, we also prohibit employees and applicants from being retaliated against by being subjected to harassment, intimidation, threats, coercion, or discrimination.

APPLICATION INSTRUCTIONS

Send inquiries and all application requirements identified on the below checklist, to ATTN: Amy Gimlin at info@workforcesw.org. No phone calls or drop-in visits, please.

Director Application Checklist

Please address the following in your application submission to Workforce Southwest Washington. All elements must be included to be considered for the position.

Please provide the following and include your name, phone number, and email address on both.

1. **Resume** with a minimum of 5 years of work history
2. **Cover letter** stating how you meet the qualifications for the position and can perform the essential functions. State how you will contribute to WSW's commitment to diversity, equity, and inclusion.