



DIRECTOR POSITION PROFILE

September 2015





ORGANIZATIONAL OVERVIEW

The Milwaukee Area Workforce Funding Alliance (WFA) was created in 2008 as a regional workforce funding collaborative. It brings together public, private sector and philanthropic partners to invest in demand-driven models of workforce development that serve the needs of employers and industry sectors, as well as low skill individuals seeking advancement in sustainable wage careers. As a funding collaborative following National Fund for Workforce Solutions (NFWS) model, the WFA seeks to create workforce partnerships, build capacity and foster public policy and advocacy.

The WFA is a 501c3 organization that is supported by member contributions, extramural grants and other contributions. It resides at the Milwaukee Area Workforce Investment Board (MAWIB), which as the WFA's partner and host organization, provides payroll and human resources services, and back-office support (e.g. accounting, IT, data management, grant writing) as in-kind contributions to the WFA. The Director does report directly to its own Board of Directors. He or she will work closely with our current core funders: The Harley Davidson Foundation, Bader Philanthropies, Inc., the Greater Milwaukee Foundation, the United Way of Greater Milwaukee & Waukesha County, the Housing Authority, the City of Milwaukee, the Chase Foundation and Milwaukee County. Some travel is required. He or she will represent WFA at the National Fund for Workforce Solutions (NFWS) Annual meeting as a well as at the site directors meetings.

For more information about the organization, please visit WFA online at:
<http://www.milwaukeeewa.org/>.

ORGANIZATIONAL BACKGROUND

Founded in 2008, the Milwaukee Area Workforce Funding Alliance is a 501c3 consortium of private foundations and public agencies that fund workforce development in the greater Milwaukee area. The WFA helps strategically align \$10 to \$16 million in workforce investments each year in education, job training, and placement and support services. In addition, the WFA pools additional resources to work on systemic policy and practices that benefit both businesses that need workers and individuals seeking good jobs with family supporting wages.

The Director oversees and coordinates all aspects of the Workforce Funding Alliance's strategic, operational and programmatic functions. Working with the WFA board of directors, Leadership Council, community partners, and the National Fund for Workforce Solutions, the director helps advance the WFA's strategic goals and annual operating plans. The Director supervises



a part time program coordinator and facilitates in-kind, back-office support from the MAWIB, and contracted services as needed.

The ideal Director candidate is a dynamic leader who can simultaneously motivate employers, community-based organizations, government officials, private funders, and other key stakeholders. He or she is a self-directed, entrepreneurial and independent individual with the discipline to manage multiple priorities and a strategic and analytic thinker who understands workforce practice, public policy and systems change. This professional will foster and grow relationships across sectors. He or she is a curious thinker who can thoughtfully question the way things are done and look for new, inventive win/win solutions. This individual is also a compelling communicator who can serve as the spokesperson for the Alliance while understanding how to connect and compel various stakeholder audiences, whether in writing or speaking.

ESSENTIAL RESPONSIBILITIES

A. Policy Creation & Systems Change

- Leads ongoing WFA strategic planning and cultivates opportunities to grow the WFA's value as an agent of change and collaboration in the Milwaukee community.
- Identifies opportunities for workforce innovation, policy development and systems change by building relationships with local, regional and national experts.
- Keeps apprised of local, regional and national trends and issues – particularly in the public / legislative arena.
- Participates in industry sector and peer learning activities as resources allow.
- Assesses evaluation strategies and outcome measurement plans.
- Conducts, analyzes and presents research and data with the ability to create meaningful and concise reports.

B. Organizational Sustainability and Fund Development

- Develops and oversees a multi-year fundraising plan to support WFA operations and programmatic investments.
- Surveys WFA members and key stakeholders to assess and report aggregate investments in Milwaukee area workforce development programs.
- Manages relationships with public, private and corporate funders.
- Assures timely and accurate program evaluation and reporting.
- Seeks new and innovative sources of funding including grants and individual donors.
- Evaluates the status of the WFA's financial status so that resources are devoted to top priorities.



C. Communications and Strategy

- Creates WFA messaging and develops appropriate communications vehicles, such as print collateral, web design/content, social media and media/public relations.
- Regularly updates WFA board, Leadership Council, NFWS and other key stakeholders on current workforce issues and WFA activities.
- Represents the WFA among a variety of local, regional and national organizations and events.
- Seeks opportunities to strengthen the WFA's brand and impact among key constituents.
- Takes initiative with creativity, for calculated risk that is beneficial for all stakeholders.

D. Governance and Management

- Coordinates all meetings of the Board of Directors, committees and Leadership Council.
- Working with the board treasurer and MAWIB finance department, and/or contracted accounting firm, assures sound fiscal management and reporting.
- Develops annual operating budget, as well as required reporting to state and federal agencies, the NFWS and other funders.
- Recruits and supervises a part-time associate position.
- Manages vendors and MAWIB resources for cost-effective and efficient support of WFA objectives.
- Assesses situations, applying ethical principles and sound judgment for effective solutions.

MINIMUM QUALIFICATIONS

- Bachelor's degree required. Experience in workforce development a plus.
- Demonstrated success in building and sustaining collaborative initiatives among multiple stakeholder groups.
- At least five years of progressively advancing responsibility working with public agencies and/or businesses.
- Ability to understand workforce development efforts in Greater Milwaukee and demonstrated understanding of sector strategies locally and nationally.
- Experience developing and managing multi-faceted organizational budgets.
- Experience with philanthropic communities locally and/or nationally.
- Understanding of relationship between nonprofit boards and staff.



GUIDELINES FOR APPLICANTS

*For full consideration for this position, all of the following materials must be received, electronically, no later than **5:00 p.m. CT on Thursday, October 1, 2015**:

- A letter describing: 1) Your qualifications for the Director position, 2) Your specific interest in WFA and 3) A brief description of your understanding of work force development strategies locally and nationally.
- A description of your salary parameters;
- A detailed and updated resume; and
- The names of, your relationship to, and contact information for three professional references.

** All of the above may be sent in the form of separate attachments or, can be combined into one document.

Please email to: WFA@leadingtransitions.com

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The Board of Directors plan to have this position filled in November 2015.

Please note:

- References will not be contacted until a candidate has been notified.
- Background checks will subsequently be performed, with candidate permission.