

POSITION DESCRIPTION

TITLE: Workforce Development Manager (WDM)
REPORTS TO: Executive Director
Fairfax Renaissance Development Corporation (FRDC)

SUMMARY OF POSITION DESCRIPTION:

The WDM is responsible for managing FRDC's Workforce Development Program. The WDM supports and strengthens relationships with business and industry to address workforce needs of employers and provides training and skill development for unemployed/underemployed persons. Works with local stakeholders to identify employment opportunities and manages the provision of job readiness training. Identifies funding opportunities and completes grant requests.

PRINCIPLE RESPONSIBILITIES:

1. Work with neighborhood stakeholders to identify employment opportunities and manage the process to assist residents in the provision of soft skill development and supportive services.
2. Work with employment partners to determine the skills, abilities, and behaviors needed for candidates to be successful
3. Identify methods/practices to improve current and future opportunities for employability.
4. Identify barriers to employment with businesses and create processes to help applicants overcome barriers.
5. Create/market workforce events with employers.
6. Conduct workforce development technology training in partnership with FRDC's Technology Coordinator.
7. Conduct outreach activities to assist in recruiting residents for the program and attend community events.
8. Advocate with the Business/Economic Development Manager for employment opportunities for businesses relocating to the area.
9. Supervise workforce staff.
10. Responsible for reporting to funders/partners for compliance.
11. All other duties as assigned to meet the responsibilities of this position and to achieve the overall goals of FRDC's community development initiatives.

POSITION REQUIREMENTS:

1. B.A./B.S. required with a minimum of three (3) years' experience in a community setting.
2. Strong background in program development, grant writing, planning.
3. Ability to work with diverse groups of stakeholders including neighborhood residents, community-based organization representatives, community leaders, public officials, business owners.
4. Understanding of contemporary urban neighborhood issues and knowledge of public and private organizations working to address urban challenges.
5. Extensive experience with use of organizational technology, specifically personal computers and related software/hardware to support design and implementation of project management and organizational systems.
6. Strong interpersonal and writing skills, highly organized with attention to detail, and the demonstrated capacity to manage multiple projects to meet deadlines.

**Interested applicants please forward a resume and cover letter to Gail Powell at
gpowell@fairfaxdev.org**