

POSITION DESCRIPTION

JOB TITLE:	Director of Strategic Development
Division:	Executive
Reports to:	Sr. Director of Talent Development
FLSA Status:	Exempt
Created Date:	April 28, 2021

JOB SUMMARY

As the regional convener of workforce development, the Hampton Roads Workforce Council (HRWC) has recently dedicated itself to playing a central role in resolving local issues related to **Talent** and identifying and addressing the shortfalls that exist between the demand for skilled positions and the talent base that exists regionally. For the first stage of this plan, the HRWC is focused on the **maritime industry** in Hampton Roads.

This key new role will oversee the coalescence of the industry talent requirements that our team collects with the regional education and training programs that are designed to meet those needs. As part of the newly developed Talent division of the Workforce Council, your role will be to ensure that the supply meets the specific demand signal through a wide variety of training, apprenticeships, internships, and other programs, all tailored specifically to fulfill what employers indicate they must have. At the same time, this position will lead the development and execution of a plan for continued sustainability for this division for many years to come.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the Supply side of the Talent division to meet the established demand signal with a variety of programs and initiatives designed and implemented to generate a targeted talent pipeline in the region.
- Help architect and execute the development and delivery of comprehensive, strategic talent pipeline solutions for employers with high-volume needs for specific roles, starting in the maritime industry.
- Oversee the Workforce Council's coordination of training and education programs to meet industry need.
- Forge and maintain partnerships with training and education partners to ensure curricula and offerings remain in line with established business requirements.
- Lead the development and execution of the Talent division's plan for long-term sustainability.
- Develop a schedule-based, milestone-driven, metrics-based strategy for outreach, continuity of communication, data exchange, and evaluation where HRWC training and education partners are concerned.

- Assist in creating and support the ongoing management of the Talent Division's budget.
- Collaborate with executive team on organizational strategy and implementation.
- Support the Senior Director and other team members in managing relationships and touchpoints with HRWC Board of Directors and other municipal partners.
- Work with HRWC's marketing and communications partners to help further the team's efforts.
- Guide enhancements to the Oplign employment alignment engine platform based on employer feedback.
- Work with Business Intelligence Analyst to garner employer data and make it useful to the mission.
- Create and administer assessments for tracking employer progress and feedback.
- Work with our Customer Relationship Management software and our online platforms to ensure HRWC data can be incorporated into the existing database and be posted prominently.
- Support the team's overall talent development efforts.
- Perform related tasks as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Occasional travel may be required for business-related activities.

- Excellent organizational skills with ability to prioritize and multi-task under minimal supervision to exhibit "follow-through" on tasks and goals.
- A willingness to apply intellectual curiosity and work both independently and with a team.
- A high level of self-motivation and energy.
- Superior analytical, interpersonal, and both written and verbal communication skills.
- A positive, optimistic, "can-do" attitude; demonstrated concern for people and community; clear presence; self-confidence; common sense; and good listening ability.

CERTIFICATES, LICENSES, REGISTRATION

- Must maintain the ability to pass a criminal background check, if required.
- Must maintain a valid driver's license or equivalent identification and access to reliable transportation.

EDUCATION / EXPERIENCE

- A Bachelor's Degree in Business Administration, Communications, Marketing, or related fields is preferred.
- Any combination of education and/or experience equivalent to ten (10) years in fields developing and utilizing the required knowledge, skills, and abilities detailed herein.

- Proven experience in a role that can be reasonably correlated to this work to demonstrate competency is required.

SKILLS AND ABILITIES

LANGUAGE SKILLS

- Excellent communications skills, both written and verbal.

MATHEMATICAL SKILLS

- Ability to develop budgets, read and interpret financials, etc.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with a few abstract and concrete variables, exercising judgment, resourcefulness, ingenuity, and initiative.
- Ability to exercise discretion while managing confidential information.

OTHER SKILLS AND ABILITIES

- Technical aptitude to include Microsoft Office programs with proficiency in MS Word, Excel, and PowerPoint.
- Proficiency working with Customer Relationship Management software.
- Ability to create and deliver presentations in marketable, concise, and graphically appealing formats in front of audiences that range from the very intimate to the vast and varied.

WORK ENVIRONMENT

- The applicant must be authorized to work in the United States.
- Work will normally be performed in an office environment to also include local travel to employer sites and events.
- For as long as COVID-19 impacts the region and elicits pertinent orders from the Virginia Governor, work-from-home and in-office hours will be determined on an ongoing basis with a primary goal of ensuring the safety of all employees.