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BayAreaWDB.org

Job Description and Posting Announcement for Executive Director of the Bay Area Workforce Development Board

The Bay Area Workforce Development Board of Directors is excited to announce the search for an Executive Director (ED) who will have overall strategic and operational responsibility for the organization's staff, program expansion, and execution of its mission. The ideal candidate should be able to lead, organize and motivate a small, highly driven, and passionately dedicated team focused on improving mission driven work on tight budgets and quick timelines.

Who We Are:

The Bay Area Workforce Development Board is one of eleven (11) Wisconsin workforce development areas established in 1998 to address local economic workforce issues. Bay Area WDB, a non-profit corporation, is the fiscal and administrative agent for funds and programming designed to deliver locally customized job training and workforce development initiatives. The Bay Area Workforce Development Board, consisting of selected community representatives, develops a skilled workforce by strategically allocating and coordinating resources to address community needs by working through others for the benefit of all.

The Ideal Candidate:

The ideal candidate will be able to demonstrate the ability to:

- Lead, motivate and manage a highly skilled, professional and dedicated staff;
- Formulate, manage and maintain a budget;
- Sustain and strengthen current operating and capital funding;
- Oversee the progress of strategic planning and helps guide a clear vision for the future to the staff, the Board, and clients.

Key Responsibilities:

Leadership & Management:

- Ensure ongoing operational excellence including rigorous program evaluation, consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve the strategic goals;
- Actively engage and energize BAWDB employees, board members, clients, partnering organizations, and governmental entities;
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction;
- Lead, coach, develop, and retain the BAWDB team;
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

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If you need this information or printed material in an alternate format or in a different language, services are available free of charge by contacting us at 920-617-1384 or info@bayareawdb.org. Deaf, hard of hearing or speech impaired callers can reach us through Wisconsin Relay Service at 7-1-1.

Plans, develops and implements policies and strategies of the Bay Area WDB in accordance with the organization’s mission and directives:

- Recommends to the board for approval, policies and strategies which will accomplish the mission of the Bay Area WDB.
- Reviews existing policies/strategies and recommends changes as needed.
- Prepares and presents the annual plan and budget to the board for approval, incorporating programs, goals and objectives of the corporation.
- Recommends the organization, coordination and controls required to carry out the mission of the corporation.

Recruits, hires, and supervises staff:

- Recommends staff performance standards.
- Develops, recommends, and maintains a competitive staff salary and classification schedule.
- Keeps the board informed of staff issues and obtains board ratification for adding positions to the staff.

Provides staff assistance to the Bay Area WDB:

- Keeps the board informed of activities and progress in achieving strategies.
- Provides orientation to new Board members.

Acts on behalf of the board, as directed, in developing relationships and reporting mechanisms with appropriate units of government and private business as these relate to the affairs of the corporation.

Ensures that legal counsel is available for the protection, guidance, and well-being of the corporation.

Serves as the Equal Employment Opportunity Officer for the corporation by staying current on Equal Opportunity requirements and issues, addressing public grievances and complaints and, with the assistance of the Program Operations Managers, ensures compliance with EO requirements in all corporation programs, documents, and facilities. As EO Officer, the Executive Director will provide EO training at least annually to staff and subcontractors.

Represents the board and/or WIA programs at appropriate public meetings, community activities, and business gatherings. Acts, as necessary, to provide appropriate program-level services to One-Stop business and job seeker customers.

Desired Knowledge, Skills and Abilities:

- Experience in managing strategy development and implementation.
- Ability to effectively communicate with a variety of persons in both the public and private sectors.
- Prior experience in leading an organization with an operating budget of at least \$2 million.
- Experience working with state and local government

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- Demonstrated knowledge of the principles and practices of administration, including strategic planning, governance, and innovative leadership
- The ability to maintain the fun and excitement of a small non-profit team when deadlines are approaching
- An undergraduate degree in a business-related field is preferred, but equivalent experience will be considered.
- Must be bondable.

Salary Range:

\$75,000 – \$105,000, commensurate with experience, including health, dental, vision insurance, and 401K plan. To apply for the position, please send your CV or resume, and a letter expressing your interest to the Board of Directors at: galecke@deleers.com

We strongly encourage applications from diverse individuals, including but not limited to diversity in such characteristics as race/ethnicity, color, national origin, age, socioeconomic background, religion, creed, veteran's status, gender, gender identity, gender expression, sexual orientation, and disability. The Bay Area Workforce Development Board is an Equal Opportunity Employer.

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