

**Position:** Manager of Workforce Development

**Position Summary:** Responsible for carrying out talent attraction and workforce development strategies based on Forward Sioux Falls Strategic Workforce Action Agenda; work closely with VP of Workforce Development to collaborate with education, government, non-profits, and business leaders to bring about positive quantitative and qualitative workforce initiatives; research workforce development best practices and apply those principles to programs utilized by the SFDF in both economic and workforce development; organize and conduct meetings with industry leaders in conjunction with VP of Workforce Development; and compile and produce reports summarizing workforce initiatives.

**Major Duties and Responsibilities:**

- A. Research and Analysis
  - a. Gather, summarize, and highlight key workforce data and observations during industry visits and conversations with community leaders.
  - b. Work with local and state Department of Labor and economic development organizations to monitor and analyze workforce industry trends.
  - c. Produce periodic reports that capture supply and demand workforce statistics and make recommendations to improve workforce outcomes.
- B. Collaboration and Communication Initiatives
  - a. Develop relationships with education, government, non-profits, and business leaders to advance the FSF Strategic Workforce Action Agenda.
  - b. Update and support the VP of Workforce Development by communicating results from focus groups, surveys, and research projects pertaining to talent attraction, retention, development, and industry needs. Make recommendations for appropriate actions where gaps occur.
  - c. Report on latest trends in workforce development from social media contacts. Work closely with Digital Marketing Specialist at SFDF.
  - d. Assist with organization and coordination of sector councils (sector breakfasts) in specific industries to learn about local training and workforce demands and help put strategies in place to increase business recruitment and retention.
  - e. Represent SFDF at specified meetings, trade shows, events, and workforce development seminars. Report findings back to VP of Workforce Development.
  - f. Participate in the SFDF Talent Development Committee and FSF Marketing Committee when the VP of Workforce Development is unable to attend, or has requested the manager's participation. Work with committee members on special projects pertaining to workforce trends, best practices, and industry employment needs to maximize workforce development initiatives.
  - g. Provide information on and/or make presentations to business leaders on workforce development topics.
  - h. Work closely with area recruiters and HR professionals to assist in developing workforce recruitment and retention "resource tools" for employers, including the Community Portal.
- C. Other
  - a. Assist the VP of Workforce Development in other workforce projects as assigned according to FSF Strategic Action Agenda.
  - b. Assist in preparing revenue and expense data for the FSF budgeting process.
  - c. All other duties as assigned by the manager.

**Controls Over the Position:** The position is directly accountable to the VP of Workforce Development. This position is exempt from the overtime provisions of the Fair Labor Standards Act (ie, salaried).

**Qualifications:**

- A. Bachelor's degree, with specialization in management, human resources, business, or related field.
- B. Proven organizational abilities, customer service, and time-management skills.

- C. Must have the ability to work effectively with volunteers in business, social services, education, and government areas.
- D. Must possess excellent computer skills, including Microsoft Word, Office, Excel, and have the ability to work with multiple survey platforms.
- E. Must possess high level of accuracy and attention to detail.
- F. Must be highly self-motivated with the ability to multi-task effectively.
- G. Must possess strong written and interpersonal communications skills and maintain confidential information.
- H. Must be willing to travel to events and forums that infrequently occur during evenings and weekends, with some occurring outside of the city.

**Approvals:**

President, SFDF \_\_\_\_\_

Dated \_\_\_\_\_