

Position: Vice President – Talent & Workforce Development

General Description: Responsible for the coordination, implementation, and monitoring of the Sioux Falls Development Foundation's talent and workforce development initiatives, accomplishing those objectives through the following means:

- Collaborate and coordinate with employers, educational institutions and other workforce partners to attract, retain, and develop the Sioux Falls workforce.
- Understand the needs of Sioux Falls employers through quantitative and qualitative means, make recommendations, and implement programs that impact the quality and quantity of the Sioux Falls area workforce.
- Partner with educational providers and area businesses in identifying high-need industries, professions and careers paths, and subsequently develop plans to strengthen the talent pipeline for those areas.

Controls Over the Position: The position is directly accountable to the Chief Operations Officer and is exempt from the overtime provisions of the Fair Labor Standards Act.

Mission: Collaboratively design and deliver quality economic and workforce development initiatives and programs to drive responsible growth in the Sioux Falls MSA through:

- Business Retention, Expansion & Attraction
- Land Sales & Development
- Talent & Workforce Development
- Community Redevelopment & Workforce Housing

Primary Responsibilities

External Talent & Workforce Development

- Externally market the Sioux Falls region to outside talent for skilled trades, professional occupations, and identified high-need occupations in the market.
- Coordinate all Sioux Falls Development Foundation programs targeting regional colleges, universities, and technical schools.
- Intern Sioux Falls – Coordinate the Intern Sioux Falls Program, identifying Sioux Falls businesses to host internships and work with local universities to recruit interns through on-campus activities and campus Sioux Falls liaisons.
- WORK Sioux Falls – Work with the Director of Marketing and Digital Media to create a greater digital presence and coordinate monthly visits to regional universities, establishing key contacts at those universities.
- Monitor the Augustana University Social Service Apprenticeship program and the BSN nursing program funded by Forward Sioux Falls.
- UPSKILL Sioux Falls - Monitor the Southeast Technical College partnerships, including UPSKILL Sioux Falls and the Manufacturing and Technology Training Center. Utilize local educational resources, expand continuous learning opportunities for the

business community and underserved populations.

- Implement the Talent Draft Day program, including the BIG Job Fair and additional career fairs as identified.
- Coordinate Talent Tours with area businesses and regional universities to introduce students to opportunities in the region.
- Develop new methods and strategies targeting existing talent for upskilling and retraining expatriates, new Americans, and immigrants.
- Work with the Director of Marketing and Digital Media to coordinate the ongoing upgrades and changes needed for a world-class talent portal, creating an effective and highly usable front door for talent as the principal online workforce retention and attraction tool. Position it as a resource for local corporate partners and a transfer point for users of regional information and a managed tool for interacting directly with talent prospects.
- Organize the annual WIN in Workforce Summit as designated.

Internal Talent & Workforce Development

- Research, design, and implement strategies and methods for recruiting talent in multiple disciplines from local high schools.
- Maintain relationships with high schools and their personnel through their career centers, student organizations, department heads, faculty, and administration to develop relationships with area businesses, identifying available job opportunities, internships, apprenticeships, job shadows, and continuing education opportunities within the region.
- Identify businesses in the region needing workforce in specific skill areas and coordinate program matches from our database for those companies.
- Work with high school administrators and staff to source students to participate in the Sioux Falls Development Foundation's talent programming.
- Manage all administrative tasks including updating recruitment databases, intern/apprenticeship profiles, job shadows, applicant documentation, business/student screening, and initial candidate interviews when requested.
- Coordinate with Foundation staff to assist in the facilitation of talent events and social media outreach.

Communications & Relationships

- Maintain relationships with local workforce experts, public and private employment services, higher education providers, appropriate government agencies, business leaders, human resources professionals, and trade organizations.
- Keep the Activity Report current and present updates to the SFDF Board of Directors and the JVMC at designated meetings.
- Coordinate any press releases, project announcements, or program updates with the Director of Marketing and Digital Media.

Supervision

- The Vice President of Talent & Workforce Development is responsible for supervising the activities, monitoring performance, and providing feedback to the Director of Talent Recruitment as part of the comprehensive Talent and Workforce Development Plan.



Financial

- Assist the COO, CFO, and the President/CEO in the development of the SFDF Talent & Workforce annual budget, the Forward Sioux Falls budget, and specific project budgets.
- Work within the constraints of budget.

Other

- Foster an environment of teamwork in order to effectively coordinate and communicate with SFDF staff and volunteers, community leaders, elected officials, and our economic development allies.

Qualifications:

- The Vice President of Talent & Workforce Development should have 5-10 years of experience in marketing, business development, or workforce recruitment.
- Must possess at least a bachelor's degree.
- Strong proficiencies in both general business and technology are required.
- Experience in one or more Targeted Business Sectors is preferred.
- 5 years of progressive success in sales and/or marketing is preferred.
- Computer literacy is required.
- The candidate should have the ability to work with the volunteer leadership of SFDF; governing boards and the staff of our local and regional educational entities; local, regional, and state partners, client businesses, and be willing to accept responsibility.
- The candidate should have positive and proven people management experience and the ability to motivate peers, partners, and the Board.
- The candidate should possess the ability to communicate clearly and concisely in written and verbal form.
- The ability and willingness to travel is required, including potential overnight trips.
- The candidate must be well-organized, attentive to detail, and maintain superior communication skills.