



Job Description

Functional Title: Manager, Workforce Development, New World of Work

CALPERS Title: Manager

Department: Workforce Development

Reports To: Director, Workforce Development, Earn and Learn

Location: 100% remote, must reside within CA

FLSA Status: Exempt

Headquarters: Sacramento

Last Updated: 09/01/2020

Flex Work Option: Some

Position Summary

The Foundation for California Community Colleges is the state non-profit organization supporting the California Community Colleges, and the students and communities our colleges serve. The Foundation's Workforce Development Department (WDD) aims to strengthen partners in education, industry, workforce development and economic development through the provision of technical assistance and capacity building, policy and program design support, administrative services, and financial resource development.

The New World of Work (NWoW) framework is an example of learning that supports rigorous academic education, builds students employability and competency for career navigation, and delivers to California businesses a prepared workforce. It has been implemented at 75 California Community colleges to help students gain knowledge about how to successfully navigate the demands of the contemporary world of work. Meeting the needs of employers is critical for the California Community College (CCC) system, and NWoW's track record here is strong. For example, the State of California models its entry-level competency framework after NWoW, and MDRC research has found positive feedback among employers regarding NWoW's impact.

The Manager's first responsibility will be to manage implementation of the New World of Work project, which is focused on developing the infrastructure and expertise needed to scale NWOW training and resources to meet demand from professionals and intersegmental partners at all 115 California Community Colleges. This work includes fully leveraging the Vision Resource Center to ensure all CCC professionals have access to resources and trainings on 21st Century Employability Skills; identifying new measures of programmatic success, including impact on student outcomes; and ensuring high quality and relevant materials meet the needs and expectations of CCC professionals and partners. Responsibilities will also include the development and implementation of a sustainability strategy that will include fee-for-service and braided philanthropic funding. The Manager will work closely with Executive Director, Director of Impact and Planning, and Director of Earn & Learn to ensure alignment with other WDD projects, which may or may not come under the direct supervision of the New World of Work Manager.

Finally, the Manager will serve as a member of WDD's Management Team, with responsibility for maintaining team alignment with WDD's vision, mission, values, and strategic plan; informing department-level decisions; developing staff and fostering a positive team culture; and pursuing new business opportunities and partnerships to support the strategic growth and sustainability of the department.

Essential Job Duties and Responsibilities

- Manages and enhances individual WDD projects and their related operations and activities.

- Responsible for creating and monitoring project implementation plans to support timely submission of deliverables; ensuring that budgets are regularly reviewed, adjusted, and appropriately allocated; and seeing that all contracting and invoicing needs of the Foundation, clients, and subcontractors are met.
- Ensures that the quality expectations of Clients and WDD are met by reviewing, contributing to, and supporting other staff and subcontractors in the preparation of major project deliverables.
- Manages and maximizes the skills of personnel to achieve project goals.
- Monitors project performance against project-specific milestones, and against WDD's Strategic Plan goals and key performance indicators.
- Compiles and analyzes information and data regarding administration, management, fiscal, and organization issues to identify issues and develop and implement adjustments and corrective courses of action.
- Supports the personal and professional development of assigned staff.
- Supports overall growth and development of the department as a member of the WDD Management Team, including the support of grant writing and proposal development.
- Leads or participates in collaborative efforts with WDD and other Foundation staff to achieve shared goals and increase the impact of WDD and the Foundation writ large.
- Contributes knowledge, skills, abilities, and experience to provide periodic guidance and support to other WDD projects and service areas, as needed.
- Performs other duties as required.
- Cultivates and upholds a culture of Shared Leadership and promotes organizational values.
- Contributes to internal team development activities and other projects and tasks as assigned.

Supervisory Responsibilities

Responsible for the training, development, and work assignments of a small team. Provides overall direction and feedback; holds self and staff accountable to the Foundation's and WDD's vision, mission, and values; and acts as a role model and mentor to staff.

Level of Supervision

Receives general direction as to goals and the achievement of those goals. Evaluated based on the successful performance of essential job duties and responsibilities and achievement of goals. Subject to broad communications and feedback associated with the duties and responsibilities of the position.

Knowledge, Skills, and Abilities

- Strong project management and leadership skills; ability to prioritize tasks, efficiently manage timelines, and effectively execute projects with limited supervision and according to established deadlines.
- Proven ability to manage by influence and ability to build and maintain credibility.
- Ability to develop and lead teams, and work effectively as part of teams led by others.
- Ability to operate independently while keeping appropriate personnel apprised of status on a regular basis.
- Ability to establish relationships quickly and form strong partnerships, including building and maintaining collaborative working relationships with highly diverse stakeholders.
- Outstanding communication (written and verbal) skills.
- Strong facilitation skills.
- Strong initiative, accountability, and follow-through skills.

- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- Ability to read, analyze, and interpret complex information and documents.
- Ability to effectively present information in various settings (individual, small, and large groups).
- Ability to define problems, collect data, establish facts, draw valid conclusions, and development sound recommendations.
- Ability to give and receive constructive feedback.
- Ability to exercise good judgment and escalate critical issues and sensitive matters, as necessary.
- Ability to excel in a fast-paced environment and quickly adapt to changing circumstances, while maintaining goal orientation.
- Ability to work remotely and navigate various technology platforms (Zoom, MS Office Suite - Teams, Outlook, Salesforce Lightning, Google Suite, etc.).

Education and Experience

- Relevant BA/BS, equivalent work experience, or a combination of both.
- Minimum of seven (7) + years of related, progressive work experience in higher education or business with demonstrated success required.
- Minimum of four (4) + years of experience conducting or facilitating program or systems analysis and design highly desired.
- Minimum of three (3) + years of personnel supervisory/management experience required.
- Knowledge of higher education-industry partnerships, employer engagement, work-based learning or workforce development preferred.
- Experience working in or with non-profit, service organizations a plus.
- Familiarity with the community college system a plus.

Working Conditions and Travel

- This is a full-time position, 40 hours per week, with additional hours as needed to address the needs of the organization.
- Moderate overnight travel (up to 40%) by land and air.
- Well-lighted, heated, and air-conditioned indoor office setting with adequate ventilation.
- Must be able to work fully remote successfully.

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions/physical requirements of the job.

- Ability to constantly work at a computer workstation for up to five consecutive days.
- Ability to frequently communicate with internal office staff and external third parties.
- Ability to frequently move and/or remain in a stationary position without breaks at meetings and program site visits.
- Ability to perform repetitive movements (e.g. typing and filing) and operate and use common office equipment (e.g. copy machine, printer, telephone) and supplies.
- Ability to operate personal vehicle for Foundation business and possess current valid California driver's license and insurance or utilize an alternative mode of automobile transportation (e.g. ride share) to carry out Foundation business.

- Ability to move or transport office items (e.g. work supplies, laptop, files) up to a maximum of 20 pounds.

Equal Employment Opportunity

The Foundation for California Community Colleges is committed to providing an environment of mutual respect where equal employment opportunities (EEO) are available to all employees and applicants without regard to race, color, ancestry, national origin, genetic characteristics, sex, gender identity, gender expression, sexual orientation, marital/parental status, political affiliation, religion, age, disability, pregnancy, childbirth, breastfeeding or veteran status. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing non-discrimination in employment.

Employee Signature

Employee Signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position, which may be subject to change at any time during the course of employment.

Employee's Printed Name

Date

Employee's Signature