

## Manager Workforce Development

North Central State College is accepting resumes for a full-time Manager of Workforce Development. The Workforce Development Manager develops positive long-term relationships with business and industry representatives; supports and strengthens relationships with business and industry to address workforce needs to assist with talent supply and demand; provides leadership and supervision to industry sector partnerships; and serves as the lead in creating workforce solutions for business and industry.

*Essential duties/responsibilities include but are not limited to the following:*

### Workforce Development

- Meet with local industry representatives to determine workforce and or talent needs and generate service agreements outlining specific training expectations, logistics, and pricing for developed training.
- Develop and maintain relationships with training providers in order to develop necessary and responsive workforce solutions.
- Hire and manage instructors to facilitate workforce-based trainings, courses, and ensure delivery of approved curriculum.
- Oversee and ensure tracking for revenue for apprentice students through documenting enrollment and associated course costs.
- Ensure testing facilities meet all required testing sources, i.e. Pearson Vue and NTN.
- Manage various online learning platforms, i.e. MindEdge and ED2GO.
- Obtain leads through research and make sales calls to potential workforce partners.
- Work effectively with academics to move internships experiences to credit, as appropriate.
- Ensure quality in all workforce programs via the use of effective feedback processes, surveying each workforce organization after completion of their training.
- Provide opportunities for business and industry to assist with the development of training programs for their organization, to include: apprenticeships, internships, job shadowing and work-based learning.
- Build and maintain productive relationships with public-sector, private-sector and non-profit employers to create career pathways for future talent.
- Build and maintain strong partnerships with economic development entities, chamber organizations and other workforce development agencies to ensure alignment and execution of collaborative workforce strategies.
- Gather information for additional funding opportunities to support workforce solutions and programming.
- Research and provide development labor market information, talent demand and skills requirements, and translating data into meaningful information to create workforce development strategies.
- Develop and manage a database of employers and/or industry representatives and maintain regular communication through appropriate channels.
- Seek, assist in writing, and oversight and management of grants.
- Working with and/or regular interaction with State and Federal workforce offices.
- Meet a yearly target for Workforce programs and revenue.
- Other duties as assigned.

### Development and Alumni Support

- Provide support of the yearly target for Major Gifts.
- Complete follow up outreach within one week of all meetings.
- Support researching, planning, organizing, and implementing sustainable annual giving and stewardship activities designed to increase annual philanthropic support for the College and the Foundation.
- Assist with new donors and prospects, secured through workforce company partnerships.
- Work with the Vice President to enlist the participation of Board members & other volunteer leadership in identifying, cultivating, and soliciting major donor prospects.
- Support the NCSC Alumni Association and Advisory Committee in an effort to provide enhanced strategies for alumni engagement activities for NCSC alumni.
- Other duties as assigned.

### **Required Qualifications:**

**Education:** Associates Degree required, Bachelor's degree preferred, in business, human resources, organization development, marketing, education or related area.

### **Experience:**

- Minimum of five (5) years' experience in business, industry, businesses development, sales or technical and/or educational environment; minimum of (2) years' experience in professional training or workforce development preferred.
- Prior experience in curriculum development or program coordination preferred.

Please express your interest in this position by submitting a letter of application and resume to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)  
or send to

**NORTH CENTRAL STATE COLLEGE**

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 5/16/22 and until filled