

Workforce Development Director Kehoe Center, Shelby, Ohio

As Director, you'll lead the strategy, creation, and execution of non-credit workforce training programs that respond to real-time labor market needs. You'll work side-by-side with industry leaders, College faculty, and community partners to design innovative, high-quality training solutions. You'll be the face of our workforce initiatives — building partnerships, securing resources, and ensuring programs align with both employer demand and funding priorities.

About Us:

At North Central State College, we believe in more than just offering classes — we create pathways, open doors, and fuel our region's economic growth. Our Workforce Development team sits at the heart of that mission, connecting employers with skilled talent and helping individuals turn their potential into powerful careers.

We're looking for a dynamic, relationship-driven leader to take the helm as our Director of Workforce Development. This isn't just a desk job — it's a chance to shape training that directly impacts businesses, communities, and lives.

Key Responsibilities (include but are not limited to):

Strategic Leadership

- Meet or exceed 100% of an annual workforce target
- Develop short- and long-term non-credit workforce strategies ready for implementation and measurement.
- Analyze labor market data to identify in-demand skills and collaborate with employers to build responsive training programs.
- Align offerings with state and federal workforce priorities, initiatives and funding opportunities.

Program Development & Management

- Meet with area C suite employers to educate them on NCSC workforce courses, and design programs to meet their needs.
- Oversee non-credit workforce curriculum development in collaboration with faculty and industry partners.
- Ensure programs meet accreditation, compliance, and quality standards by meeting with the Dean of each division on a regular basis.

Industry & Community Engagement

- Build and maintain strong relationships with employers, chambers, workforce boards, and economic development agencies.
- Serve as a liaison between the institution and business community.
- Build competency-based alignment that includes training outcomes, reflecting industry-recognized skills, credentials, and job roles.
- Facilitate workforce advisory groups, in partnership with academics, to identify emerging needs to plan future programming.

Grants & Funding

- Implement grant opportunities to support workforce initiative, including equipment for new programs.
- Manage workforce development grants and budgets.
- Prepare reports for internal and external stakeholders.

Team Leadership

- Hire and supervise workforce development staff and trainers.
- Foster a culture of innovation, collaboration, and accountability.
- Provide professional development for team members.

What We're Looking For:

- Bachelor's degree in business, human resources, workforce development, marketing, education, or related field; Master's preferred
- At least 3 years of experience in workforce development, education administration, economic development, or related area.
- Proven ability to manage programs, partnerships, and budgets.
- Familiarity with federal/state workforce systems (e.g., WIOA) is a plus.
- Community college or nonprofit experience preferred.

Why You'll Love Working Here:

North Central State College is more than just a workplace—it's a community. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
 - 160 hours vacation
 - 120 hours of sick time/year
 - 16 hours of personal time/year
 - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC

Application Review Begins: September 1, 2025

Position open until filled

(Posted August 18, 2025)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 44906