Job Advertisement

Manager, Workforce Development
Program Focus: Future of Work and Learning Initiative, Higher Education Strategy

The Foundation for California Community Colleges is on a mission to double its impact in the next 10 years. We are a group of relentless optimists and innovators in education, working collaboratively with public and private partners to help improve the student experience and expand pathways to economic and social mobility in communities across California. We are seeking a Manager to join the Foundation in its mission of benefitting, supporting, and enhancing the California Community Colleges—the largest and most diverse system of higher education in the nation.

The Workforce Development Department (WDD) seeks to add a Future of Work Manager, Higher Education Strategy, to its highly creative, collaborative, and multi-faceted team. The Manager plays a critical role in ensuring high-quality design and delivery WDD programs, and in supporting the overall growth and development of the department and team.

WHAT YOU’LL DO

This position will manage projects under the Foundation’s new Future of Work and Learning Initiative (FWLI), which aims to support ongoing efforts of the California Community Colleges to adopt more adaptable education approaches that strengthen connections between learning and work, increasing colleges’ capacity to more rapidly respond to the evolving needs of students and employer partners while helping close racial, economic, and social equity gaps.

WHAT YOU BRING

- 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.
• 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.

IDEAL CANDIDATE QUALITIES
• 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 progressive work experience conducting or facilitating program or systems analysis and design highly desired
• Minimum of three (3) + years of personnel supervisory/management experience required
• Experience with or ability to quickly learn new applications (e.g. Google Suite, SharePoint, Facebook Workplace, Salesforce, Survey Monkey, Asana, etc.) required
• Knowledge of community colleges systems, higher education-industry partnerships, employer engagement, work-based learning or workforce development preferred
• Experience working in or with non-profit, service organizations a plus
• 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
• 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
• Proven ability to manage by influence and ability to build and maintain credibility
• Ability to establish relationships quickly and form strong partnerships, including building and maintaining collaborative working relationships with highly diverse stakeholders
• Outstanding written and verbal communication skills
• Passionate about providing students with stronger pathways to education and building a more just and equitable California overall
• A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution
• A strategic and creative thinker who can problem-solve, working within and across teams to swiftly respond to needs identified across the California Community Colleges
• Practices ownership, takes accountability, and able to project manage, prioritize tasks, and deliver quality products on time with limited supervision

WHAT WE OFFER
You will join a group of mission-driven, passionate, equity-minded individuals with a strong desire to impact and change lives for the better through education. As the official nonprofit auxiliary to the Chancellor’s Office, we aim to ensure our team reflects the diversity of the California Community Colleges and the 2.1 million students, campuses, and communities it serves. Individuals are hired for their deep understanding of each population’s unique needs, and will join a collaborative environment where each team member plays an important role in helping Californians across all communities improve their social and economic mobility and build a better future for themselves and their families.
We operate from an office located in downtown Sacramento’s thriving R Street corridor. Our benefits include the CalPERS defined benefit retirement plan, generous medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth, and providing diverse opportunities for continued learning, professional development, and advancement.

To learn more about the position, read the full job description > Manager, Workforce Development, Future of Work and Learning Initiative, Higher Education Strategy

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Manager, Workforce Development, Future of Work and Learning Initiative, Higher Education Strategy”.