Job Advertisement

Manager, Workforce Development
Program Focus: New World of Work

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 Manager, New World of Work (NWoW) 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

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.

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.
• 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.
• Builds and cultivates relationships internally and externally where appropriate, acts as organizational brand ambassador as needed and provides business development support and input where there is opportunity.
• Cultivates and upholds a culture of Shared Leadership and promotes organizational values.

**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 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
• 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)
• 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 has the ability to project manage, prioritize tasks, and deliver quality products on time with limited supervision
• Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders

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WHAT WE OFFER

You’ll 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, New World of Work

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, New World of Work”.