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 of New World of Work (NWoW) will provide direction and coordination for achieving the Employability Skills Program mission and goals. The Employability Skills Program is supported by funding from the Walmart Foundation, the California Community Colleges Chancellor’s Office (CCCCO), and may engage future funding streams as it develops a self-sustaining business model under the Fiscal Sponsorship of the Foundation for California Community Colleges (Foundation).

WHAT YOU BRING

- Administers the reporting activities of the NWoW Employability Skills Program including grant narrative, data, and budget reporting to the CCCCCO and Walmart Foundation. Will ensure the operations and activities are in conformance to and in compliance with National, State, and District funding guidelines, policies, and procedures. Ensures consistency in policy directions with the Foundation.
- Represents and acts as the face of NWoW Employability Skills Program to applicable educational systems, government agencies, business, and community stakeholders/constituents. Acts as the lead liaison between the Foundation and the statewide CCCCCO regarding NWoW Employability Skills Program.
- Participates in national, state, and local organizations, commissions, task forces and groups to promote NWoW Employability Skills programs, services, and fund development. Provides strategic support for fund development activities, including identifying new funding opportunities and coordinating 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.
• Coordinates with internal and external stakeholders, including but not limited to: the CCCC0 and Foundation departments, Retail Opportunity Network, World Education, JFF Labs, Digital US, MDRC Research Group, Concentric Sky/Badgr, the SN and DSN networks through the CCCC0, and the California DOE to promote the alignment of 21st Century Skills curriculum and assessment strategies, as well as plan for the development of Essential Professional Skills content, which aligns with state and national standards. Oversees the creation and implementation of new programs and/or services.

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
• Experience with or ability to quickly learn new applications (e.g. Google Suite, SharePoint, Facebook Workplace, Salesforce, Survey Monkey, Asana, etc.) required
• Experience working with the organizations promoting employability skills (including public, non-profit, and private entities) educators, high school/ community
• Must be a self-starter, highly motivated
• Proven ability to manage by influence and ability to build and maintain credibility
• Must be a good communicator, able to establish relationships quickly and form strong partnerships, including building and maintaining collaborative working relationships with highly diverse stakeholders
• Ability to exercise good judgment and escalate critical issues and sensitive matters as necessary
• Ability to develop, lead, and effectively work on teams
• Knowledge of current principles and practices of customer service required
• 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

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”.