Job Description

Functional Title: Manager, Workforce Development, Future of Work and Learning Initiative, Higher Education Strategy
CALPERS Title: Manager
Department: Workforce Development
Reports To: Director, Impact and Planning, Workforce Development

FLSA Status: Exempt
Primary Work Location: Sacramento
Last Updated: 08/11/2020
Flex Work Option: Some

Position Summary

The Foundation for California Community Colleges is the state non-profit organization supporting the California Community Colleges, and the students and communities our colleges serve. The Foundation’s Workforce Development Department (WDD) aims to strengthen partners in education, industry, workforce development and economic development through the provision of technical assistance and capacity building, policy and program design support, administrative services, and financial resource development.

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

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.

The Manager’s first responsibility will be to manage implementation of a new Future of Work Capacity Building project, which is focused on convening system leaders to advise on the work, researching responsive education and employer engagement approaches, and recruiting and organizing a group of colleges to pilot promising approaches identified. This work will include helping launch the project, managing the contract and budget, recruiting and supervising staff and consultants, and applying subject matter expertise to support project implementation. The Manager will work closely with Executive Director, Director of Impact and Planning, and Director of Education to Work Partnerships to ensure alignment with other projects under the FWLI, which may or may not come under the direct supervision of the Future of Work Manager.

Finally, the Manager will serve as a member of WDD’s Management Team, with responsibility for maintaining team alignment with WDD’s vision, mission, values, and strategic plan; informing department-level decisions; developing staff and fostering a positive team culture;
and pursuing new business opportunities and partnerships to support the strategic growth and sustainability of the department.

**Essential Job Duties and Responsibilities**

- 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.
- Leads or participates in collaborative efforts with WDD and other Foundation staff to achieve shared goals and increase the impact of WDD and the Foundation writ large.
- Contributes knowledge, skills, abilities, and experience to provide periodic guidance and support to other WDD projects and service areas, as needed.
- Cultivates and upholds a culture of Shared Leadership and promotes organizational values.
- Contribute to internal team development activities and other projects and tasks as assigned.

**Supervisory Responsibilities**

May manage and supervise other FWLI staff, as assigned. Responsible for training, development, work assignments and performance evaluations. Expected to act as a role model and mentor to staff.

**Level of Supervision**

Receives general direction as to goals and the achievement of those goals. Evaluated based on the successful performance of essential job duties and responsibilities and achievement of goals. Subject to broad communications and feedback associated with the duties and responsibilities of the position.
Knowledge, Skills, and Abilities

- 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
- 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)
- Ability to define problems, collect data, establish facts, draw valid conclusions, and development sound recommendations
- Ability to give and receive constructive feedback
- Ability to exercise good judgment and escalate critical issues and sensitive matters as necessary
- Ability to excel in a fast-paced environment and quickly adapt to changing circumstances, while maintaining goal orientation
- Ability to work remotely and navigate various technology platforms (Zoom, MS Office Suite -Teams, Outlook, Salesforce Lightning, Google Suite, etc.)

Education and Experience

- 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
- 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
Working Conditions and Travel

- This is a full-time position, 40 hours per week, with additional hours as needed to address the needs of the organization.
- Moderate overnight travel (up to 40%) by land and air.
- Well-lighted, heated, and air-conditioned indoor office setting with adequate ventilation.
- Must be able to work fully remote successfully.

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions/physical requirements of the job.

- Ability to work at a computer workstation for periods up to 4 hours at a time and for up to 8 hours per day for up to five consecutive days
- Ability to speak on the telephone for a total of up to 3 hours per day
- Ability to sit for up to 3 hours without breaks at meetings
- Ability to walk and stand for up to 4 hours without breaks at program site visits and meetings
- Ability to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies
- Ability to operate personal vehicle for Foundation business and possess current valid California driver’s license and insurance
- Ability to lift and move a minimum of 20 pounds

Equal Employment Opportunity

The Foundation for California Community Colleges is committed to providing an environment of mutual respect where equal employment opportunities (EEO) are available to all employees and applicants without regard to race, color, ancestry, national origin, genetic characteristics, sex, gender identity, gender expression, sexual orientation, marital/parental status, political affiliation, religion, age, disability, pregnancy, childbirth, breastfeeding or veteran status. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing non-discrimination in employment.
Employee Signature

Employee Signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position, which may be subject to change at any time during the course of employment.

____________________________________  ______________________________________
Employee's Printed Name                     Date

____________________________________
Employee's Signature