Reports to: Chief Executive Officer, Chief Operations Officer

Location: Reno, Nevada

**Position Summary:**

The Director of Workforce Development will manage all workforce programs within the organization and provide leadership and oversight of the workforce division. The Director of Workforce Development is responsible for implementing and monitoring High Sierra AHEC’s workforce department strategy and objectives to support the growth and sustainability of all pipeline programs and initiatives. This position will require establishing and maintaining positive relationships with community partners, development and submission of project and grant proposals, fiscal management, and the establishment of new programs into the community, ensuring that all of scope of work and deliverables are met. The Director of Workforce Development is responsible for the successful management, lawfully compliant administration, skilled operations performance, and financial integrity of all procedures, programs, and activities of High Sierra AHEC. The Director of Workforce Development must be well organized, self-motivated, and maintain leaderships skills. This role requires the dedication to improving the health care workforce of Nevada, teamwork, collaboration and creativity.

**Essential Position Duties and Responsibilities:**

* Oversee all phases of administration of High Sierra AHEC including personnel, local and regional planning, budget oversight, proposal development, contract management, monitoring and evaluation of programs and community relations;
* Develop a healthcare workforce training and development strategic plan and execute an annual operational plan that drives performance;
* Expand and bring to scale guided career pathways which encompass opportunities for work-based learning and apprenticeships;
* Develop, implement, monitor and adhere to annual budgets, grant budgets, contract budgets and required reports;
* Design, implement, and evaluate programs that are in alignment with grant objectives;
* Build and maintain program systems to include data collection and analysis, reporting processes, program evaluations, etc.;
* Serve as the agencies liaison to a variety of economic and workforce training agencies, employer partner organizations, and other state and local committees, associations, and boards as appropriate;
* Maintain a strong knowledge base of AHEC programs, purposes, and requirements in order to effectively advise program staff on best practices and procedures;
* Identify and research sustainability and funding opportunities to continue expansion of workforce programs;
* Collaborate with upper management team to record and submit state, federal, and grant reports as requested;
* Other duties as assigned.

**Supervisory Responsibilities:**

Workforce Planning Manager, Pipeline Coordinator, Health Education Coordinators (2), and Student Interns.

**Minimal Qualifications:**

* Master’s Degree from an accredited college or university in Business, Higher Education, Educational Leadership, Health Education, Public Health, Public Health Administration or a closely related technical field.
* Two (2) years experience in developing and monitoring budgets.
* One (1) year leadership experience in workforce development and a demonstrated understanding of and experience with local workforce development board and economic development agencies.
* Demonstrated experience with grant writing and management.
* A combination of education and/or relevant experience may be substituted in lieu of the degree requirements.

**Knowledge and Skills:**

* Understanding of and sensitivity to the professional development and support needs of a highly qualified and professionally diverse workforce;
* Ability to identify, select, energize, supervise, and evaluate effective educational programs and services;
* Ability to supervise employees in an effective and productive manner;
* Ability to be flexible and handle a variety of tasks at one time;
* Ability to evaluate situations and make decisions;
* Utilization of audio-visual and office equipment, computer and appropriate standard software packages and platforms for data analysis and presentation/communication of High Sierra AHEC information;
* Maintain outstanding organizational and interpersonal skills combined with an ability to prioritize demands;
* Strong writing, speaking, and visual communications skills;
* Ability to establish and maintain effective working relationships with staff, students/program participants, and with representatives of healthcare business and industry;
* Possess the ability to effectively interact with persons from various social, cultural, economic, and educational backgrounds;
* Ability to persuade, encourage, inform, and stimulate general interest and enthusiasm through oral presentations and written communications;
* Maintain a working knowledge of significant developments and trends in the fields of healthcare workforce development, health policy, and public health;

**Work environment:**

Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting, evening and weekend hours sometimes required. Must possess ability and willingness to perform job-related travel, majority within the state of Nevada.

**License required:** Must have valid driver’s license, automobile insurance, and reliable transportation

**Physical Demands:**

Occasional physical effort required to lift boxes of supplies or equipment weighing approximately up to 25 pounds; stooping, bending and reaching when stacking boxes and supplies.