Job Title: Director of Workforce Solutions
Job Type: Full-Time
Salary Range: $75,000 - $90,000
Number of hires for this role: 1

About the Urban League Twin Cities (ULTC)

For more than 100 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.
Our Mission: *Through services, advocacy and community mobilization, we advance the social, political and economic success of African Americans in the Twin Cities.*

About the Position

The Director of Workforce Solutions provides strategic and operational leadership for ULTC's workforce development, career counseling, employment, and occupational training initiatives and workforce policy initiatives, with particular emphasis on developing programming with earned income potential. The Director leads efforts to increase participants' skills, employment, retention, career advancement, and earnings while building strategic partnerships with employers, educational institutions, government agencies, and community organizations.

The Director will strengthen and expand ULTC's existing programs while identifying and developing new workforce initiatives aligned with Minnesota labor-market demand, participant and employer needs, business development and available funding opportunities. This includes pursuing public, private funding and National Urban League (NUL) funding initiatives to sustain and grow programs and policy work with State officials.

Current Program Areas: General Career Counseling & Employment Services, Construction & Trades, Information Technology/Digital Skills, and Cannabis Careers.

The Director will supervise Program Managers and key workforce staff, and volunteers, report to the President/CEO, and serve on the Senior Management Team, contributing to organizational strategy, budgeting, resource development, and workforce program growth.

Primary Duties and Responsibilities:

Program Strategy, Development, Operations & Delivery

- Provide strategic leadership and oversight of ULTC's workforce development, career counseling, employment, and occupational training programs, ensuring strong service delivery and participant outcomes.
- Strengthen and expand existing programs while identifying and developing new career pathways aligned with participant needs, employer demand, and Minnesota labor-market trends.

- Lead the design and implementation of new workforce programs, including program models, budgets, staffing, partnerships, recruitment strategies, performance measures, and sustainability plans.

- Establish and monitor program goals, enrollment targets, outcomes, performance measures, budgets, and compliance requirements.
- Supervise, coach, and provide accountability for Program Managers, workforce staff, volunteers, and other personnel while fostering a culture of innovation and continuous improvement.
- Remains up-to-date on issues & policies relating to workforce, analyze trends & recommend solutions. Responsible for research & consideration of area employment trends.

Grant Management, Funding & Performance

- Manage workforce grants and contracts from application and award through implementation, reporting, monitoring, and closeout, including budgets, expenditures, deliverables, and compliance requirements.
- Ensure accurate and timely collection, documentation, and reporting of participant and program outcomes through Workforce One and other state, local, federal, and grant-specific reporting systems.
- Prepare and submit timely narrative, financial, performance, and outcome reports to government agencies, foundations, corporations, and other funding partners.
- Provide regular program, financial, and performance reports to the President/CEO, Senior Leadership Team, Board of Directors, funders, NUL and other stakeholders, analyze trends and recommend solutions.
- Identify and pursue public and private funding opportunities and collaborate with leadership, Development, and Finance on grant proposals, budgets, funding strategies, and funder relationships.

Partnerships, Recruitment, & Organizational Leadership.

- Develop and maintain strategic partnerships with employers, educational institutions, workforce boards, government agencies, community organizations, training providers, and industry partners to expand career opportunities for participants, to include local Workforce Investment Board, State Department of Labor and City, County and State Department of Human Services to grow existing program services.
- Build employer relationships that create opportunities for direct placement, internships, apprenticeships, work-based learning, customized training, and career advancement throughout the metro.
- Develop and implement strategies to recruit participants, increase program awareness and enrollment, and promote ULTC workforce services throughout the community.
- Represent ULTC at community, employer, workforce, and industry events and serve as an ambassador for the organization's workforce mission and impact.
- Serve as a member of the Senior Management Team, contributing to organizational strategy, budgeting, policy development, resource development, and cross-departmental initiatives.
- Communicate program needs and solutions to stakeholders.

Experience & Qualifications

- Bachelor's degree in human services, business, public administration, workforce development, nonprofit management, or a related field. Ten or more years of relevant professional experience may be substituted for a bachelor's degree.
- 5+ years of progressive leadership or management experience in workforce development, employment and training, nonprofit, government, education, or social-service environments.
- Demonstrated experience managing state, county, city, federal, foundation, and/or corporate grants.
- Highly developed ethics, integrity, and emotional intelligence.
- Visionary leadership and futuristic thinking
- Strong verbal and written communication skills.
- Critical thinking ability and experience identifying and resolving complex issues and problems.
- Coaching or mentoring experience.
- Interact with people of all socio-economic and cultural backgrounds.
- Team player and ability to pivot and manage through change

- Strong technical skills

Preferred Qualifications

- Master's degree in workforce development, public administration, business administration, nonprofit management, human services, or a related field.
- Professional certifications in workforce development, project management, nonprofit management, grant management, or a related field are preferred. (GCDF and PMP –Willingness to obtain within 6 months.)
- Experience with Minnesota's workforce development system and DEED/Workforce One.

Benefits

- 401(k)
- Health insurance (Medical & Dental)
- Paid time off
- Vacation and holiday paid time off
- Professional development assistance

**A waiting period may apply for some benefits.*

Work location/Ability to Commute/Relocate:

- This position is located in Minneapolis, MN 55411.
- No relocation assistance is being offered for this position.
- Currently ULTC employees are working in office Monday-Thurs, remotely Friday, occasional weekend and evening events as needed.