

JOB DESCRIPTION: TAMPA BAY WORKS, EXECUTIVE DIRECTOR

Overview:

Tampa Bay Works is an employer-led workforce initiative that seeks to better align the workforce system with industry to ensure Tampa Bay businesses have access to the talent they need and Tampa Bay residents have access to better economic opportunities. The Executive Director will be responsible for leading and executing the implementation of the Tampa Bay Works strategic action plan, recently developed by the Tampa Bay Partnerships Regional Talent Working Group. The Executive Director will play an essential role in facilitating sector-specific employer collaboratives and moving them forward to accomplish the goals of the businesses in the collaborative.

Responsibilities include:

- Serves as the day-to-day staff of Tampa Bay Works and the primary point of contact related to the initiative
- Coordinates and facilitates employer collaboratives using the Talent Pipeline Management model
- Builds and maintains positive and productive relationships with businesses and support partners to recruit participants and promote buy-in
- Communicates regularly and effectively with a wide range of stakeholders to distribute information about, build support for, and report progress on Tampa Bay Works
- Coordinates and collaborates across employer collaboratives and with workforce partners to ensure alignment and help advance Tampa Bay Works priorities
- Collects, monitors, and analyzes program data/performance indicators and provides regular updates on progress
- Identifies and secures funding resources to support Tampa Bay Works

Qualifications:

- Five+ years of increasingly responsible professional experience in human resources, project management, workforce development or related field
- Knowledge of current demand-driven workforce development trends and practices and the public workforce system, in general
- Demonstrated leader with a track record of success
- Possess the knowledge, professional competence and vision required to effectively lead implementation of a regional workforce initiative
- Ability to establish and maintain positive and effective working relationships with key stakeholder groups
- Consensus building and interpersonal, verbal, public presentation and written communication skills
- Strong management and organizational skills, including the ability to plan, direct, and execute activities
- Experience in data analysis is a plus

To Apply:

Email a cover letter and resume to Rick Homans, President and CEO, Tampa Bay Partnership.

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