



PACIFIC MOUNTAIN WORKFORCE DEVELOPMENT COUNCIL JOB DESCRIPTION – CHIEF EXECUTIVE OFFICER

ABOUT THE PACMTN

Pacific Mountain Workforce Development Council (PacMtn) is a nonprofit organization that is the recognized convener of regional workforce development efforts serving five counties: Lewis, Pacific, Grays Harbor, Mason, and Thurston in Washington State. PacMtn is one of 12 WA State approved recipients of federal workforce funds. The PacMtn Board of Directors, Elected Official Consortium, and all staff are dedicated to the development of a workforce system that supports business, industry, and all levels of employers, job seekers and career builders. The region is pronounced in its commitment to thoughtful, responsive local community-based solutions.

PacMtn's workforce professionals are compassionate, service oriented, customer focused, and data driven. Representing the public workforce system, they are an essential conduit between the local workforce talent, the business community and industry representatives. The work regionally and collaboratively to match possible job candidates to jobs and to guide businesses toward other needed workforce resources. The team's collective skill focuses on identification of workforce needs and developing long-term sustainable solutions to build and sustain a flexible, diverse, and skilled workforce in the PacMtn region.

By building strategic alliances and designing innovative workforce solutions, PacMtn is creating a pipeline of skilled and talented workers prepared to meet the needs of local employers and the industries of tomorrow.

ORGANIZATIONAL FOCUS AREAS

Innovation and Equity

Develop programming and innovative solutions that promote exceptional workforce possibilities for priority populations, enhance job skills and maintain employment that benefits the individual, the community, and the economy.

Strategic Partnerships

Develop strategic partnerships and collaborations that expand the PacMtn mission and facilitate Board Member leadership in regional economic success.

Sector Partnerships

Sector partnerships engage employers within a single industry to address their common workforce needs. They understand that by simply bringing employers into the same industry together, they trigger informal existing firms, attracting new one in job creation. PacMtn's top regional sectors include food production; forest and wood products; health care; specialty manufacturing and logistics; technology; hospitality; and tourism.

Brand Management

Develop the PacMtn and WorkSource "brands" focused on mission, quality services and value-added results that facilitate new funding sources and partnerships.

ABOUT THE PACMTN SERVICE AREA

PacMtn service area covers over 7200 square miles of mixed semi-urban and rural communities and economies. Covering territory from the Cascade Mountains to the Pacific Ocean the

area is known for its natural beauty---forests, lakes, prairie lands and wilderness areas. It is the ancestral and current homeland of six Tribal Nations including the Squaxin, Skokomish, Nisqually, Quinault, Quileute, Chehalis, and Shoalwater Bay. These Nations are significant cultural and economic drivers for the region.

The PacMtn region continues significant economic transition and industry evolution in its resource extraction industries including fishing, mining, farming, and timber harvesting. With a population just under .5 million the region is home to the State Capital, multiple state agencies and a multitude of small private industries.

POSITION DESCRIPTION

PacMtn seeks an energized, innovative, and entrepreneurial thinker to lead its dynamic workforce development efforts. The ideal candidate will be skilled in organizational leadership with specific ability to foster high-performing teams. They will have expertise in contemporary workforce development strategies and challenges; and be practiced in revenue development, public engagement and have experience in generating insightful, creative, and fundable workforce solutions.

PacMtn seeks a candidate with progressively responsible experience in financial development and management; non-profit, government, or business management; human resources; organizational leadership at the executive level; and partnership development and stewardship.

QUALIFICATIONS

- Innovative and entrepreneurial thinker and leader, able to generate results by establishing creative goals, strategies, and tactics; establish outcome measures for staff and the organization; and hold self and others accountable for continuous improvement and positive outcomes.
- Demonstrated experience in workforce development.
- Able to effectively and consistently build financial resources to support the needs of the organization. Demonstrated experience creating funding streams to support marginalized populations and develop creative problem solutions.
- Experienced at leading a complex organization with multiple funding sources, regular and contracted staff, and leveraging key agency partnerships.
- Politically astute with demonstrated skill anticipating and adjusting to policy, legislative or economic changes.
- Proven record of establishing and building partnerships with diverse businesses and industries; economic development agencies; chambers of commerce; and other business-leadership organizations.
- Ability to represent the organization professionally and effectively to varied groups and communities; industry, business and community organizations; and local, state, and federal agencies.
- Understanding of the unique workforce development needs and approaches for rural, suburban, and urban populations.
- Knowledge and experience creating, managing, and mentoring high-performing teams; adherence to current human resource practices; and commitment to creating equitable and anti-racist policies and procedures that promote and enhance a diverse staff.
- Bachelor's degree and demonstrated commitment to continuous learning.
- Professional reputation of the highest regard; accountable and ethically above reproach.
- This position requires a minimum of 5 years of increasingly responsible, executive level experience including a demonstrated variety of contemporary leadership skills.

RESPONSIBILITIES + FUNCTIONS

•Organizational Leadership

- ◇ Inspire staff and manage overall operations; prioritize work plans; establish and adhere to organizational goals.
- ◇ Serve as the primary legislative liaison and the contact for intergovernmental relations.
 - ▶ Support advocacy and policy development efforts at the state and federal levels to advance the public workforce system.
 - ▶ Ability to interpret federal and state funding changes/trends and proposed legislative impacts to operations and funding and advocate on behalf of PacMtn.
- ◇ Develop and implement inclusive practices throughout the service system to ensure all people receive excellent services, with special focus on systemically non-dominant and marginalized populations.
- ◇ Provide leadership to and support for the Board of Directors including:
 - ▶ Establish, align, and implement operating policies and procedures to be consistent with PacMtn's strategic vision.
 - ▶ Guide and implement strategic directions for programming and business partnerships.
 - ▶ Support Board development and recruitment to create a dynamic, engaged, and effective Board.
- ◇ Human Resources
 - ▶ Inspire and motivate staff for performance excellence.
 - ▶ Oversee the recruitment, hiring, training, supervision, discipline, evaluation, and assignments of staff.
 - ▶ Ensure staff diversity in backgrounds, skills, and strengths to achieve all aspects of the strategic plan.
 - ▶ Create and maintain an inclusive work environment that attracts, maintains, and motivates a diverse, high performing team.
 - ▶ Include staff in tactical problem solving and encourage continuous improvement.
 - ▶ Effectively implement appropriate policies and procedures to ensure all staff are treated with respect and dignity and comply with all Human Resource laws and regulations.

•Workforce Development Expertise

- ◇ Understands the workforce development system role in developing and advocating for people in poverty and those who struggle the most finding and keeping jobs.
- ◇ Ability to interpret current laws and structure to develop and deliver responsive, holistic, and integrated services and programs.
- ◇ Familiarity with local, state, and national workforce development laws, systems, principles, policies, and practices.
- ◇ Recognition of broad mission, vision, values, and goals in the field of workforce development.

•Partner Engagement & Communications

- ◇ Fully support, enhance, and promote the organization's commitment to collaboration and integration with business, economic development, education, and community organizations.
- ◇ Develop and maintain strong communication with business, education, government agencies and community partners to create and sustain relationships that serves PacMtn customers and enhances the public workforce system.
- ◇ Oversee the creation and distribution of communication collateral that is culturally sensitive and engaging to diverse group of stakeholders and clients.
- ◇ Effectively present and interpret information and respond to questions both internally and externally.

- ◇ Define problems, collect data, establish facts, draw valid conclusions, analyze options, and implement needed changes.
- ◇ Active listener, ensures open, two-way communication with all stakeholders, board members, partners, and staff.
- ◇ Represent PacMtn in a consistently strong, positive, and effective manner.

•Resource Development

- ◇ Consistently focus on revenue development through a variety of sources to ensure adequate funding to support PacMtn's programs, projects, and future initiatives.
- ◇ Ability to anticipate and interpret federal and state funding changes/trends and advocate on behalf of PacMtn.
- ◇ Oversee grant and fund-seeking efforts.
- ◇ Steward fiscal investment from multiple sources; expand opportunities for fund development that benefits the public workforce system.

•Financial Management

- ◇ Provides fiscal stewardship and develops resources sufficient to ensure financial stability.
- ◇ Directs and supports annual budget development, expense management and project budgets.
- ◇ Complies with all aspects of grants and contracts including accurate and timely reporting.
- ◇ Demonstrates a clear understanding of and respect for fiscal controls
- ◇ Recommends an annual budget to the Board of Directors.
- ◇ Proactively prepares for frequent monitoring and audits, adheres to accepted accounting and program processes; and complies with requirements and recommendation

COMPENSATION AND BENEFITS

Compensation will be determined based on successful candidate's qualifications. PacMtn provides a competitive benefit package including generous paid time off benefits.

PacMtn contributes 12 hours of paid time off each month, as well 12 holidays, one floating holiday, a community service day, and 4 quarterly Wellness Wednesdays. Employee health insurance is covered and there is additional credit that can be applied towards dependent medical coverage.

READY TO APPLY?

Send your *résumé* and cover letter to recruitments@pacmtn.org