**Workforce Development Manager**

**Operational Management Responsibilities**

* High level management of all workforce and volunteer programming
* Responsible for department meeting or exceeding expectations and annual KPIs
* Ensure departmental accountability
* Responsible for revenue generation including grants and fee-for-service projects
* Manage annual department budget including:
  + budget proposals
  + expense justification
  + expenditure monitoring
* Work with Executive Director and Development team to leverage workforce development efforts for funding opportunities
* Maintain and expand existing training programming
* Management of internship/transitional employee program & objectives
* Develop, improve and expand training beyond the traditional installation model
* Create visibility and garner support for organization’s workforce development efforts within public and private entities in the region
* Maintain existing/build new relationships with: industry employers, government agencies, community based organizations and workforce development partners to ensure accessibility, quality and program relevance
* Maintain and increase established education based relationships with regional universities, community colleges, vocational and job training programs
* Conduct industry research, meet with industry employers to understand workforce needs and industry trends
* Develop and maintain effective job tracking systems
* Keep employer contacts, job leads, and related information updated to improve department flow and efficiency
* Ensure steady flow of trainees and volunteers for workforce and volunteer programs
* Ensure trainees are prepared for entry to mid-level solar employment and green career opportunities
* Ensure the personal and professional well-being of WorkVols Team
* Ensure departmental accountability
* Identify and create events (i.e. career fairs)

**Direct Managerial Responsibilities**

* Plan, develop, implement, and evaluate workforce development programs
* Oversee day-to-day operations of programs and services
* Provide leadership, mentorship and guidance for WorkVols team
* Establish goals and strategic plans
* Ensure department is running in an efficient and effective manner
* Work in unison with management team to deliver balance between training and construction programs
* Manage and provide necessary support to Job Training Specialist and Volunteer & Training Fellow, including professional development
* Maintain and increase a healthy stream of community volunteers that are ready to support organization’s mission
* Maintain and increase the pipeline of well-trained industry ready job trainees for the solar industry
* Resume development
* Job placement services
* Grant writing
* External communications