

**Executive Director  
Crater Region Workforce Development Board**

**The Position:** Under the administrative direction of the Crater Chief Elected Officials (CEO) Consortium and the Crater Region Workforce Development Board, the Executive Director is responsible for providing leadership, guidance, and technical expertise in region-wide workforce development. This position emphasizes development and implementation of employment training programs, sustains community involvement at the federal, state, and local level, and ensure program compliance with all applicable legislation and regulations, particularly the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The Executive Director serves as chief staff to the Crater Region WDB and its Executive Committee; interfaces with the WDB Chair and various WDB committees; advises and informs the Crater Region CEO and the Crater Region WDB about national, state, and local developments affecting WIOA, the WDB, and local workforce development; participates in and/or staff other community, government, and private committees as directed by the WDB.

This position also directs the development of policy, procedures, record-keeping systems necessary to ensure program compliance with all applicable legislation and regulation including WIOA, directs the resolution of audit or federal legal issues relative to program compliance, prepares the annual budget for WBD and CEO approval, and serves as grant seeker for revenue streams to increase training and development opportunities for the region's workforce. Works closely with economic developers to prepare a ready workforce for target sectors identified by economic developers.

The ideal candidate will exhibit exceptional leadership skills and will be accomplished in directing the development of policy, procedures, and record-keeping. Experience collaborating and motivating others will be evident in the candidate's background.

The new Executive Director will have experience in federal and state employment and training legislation and regulations, primarily WIOA and a proven track record demonstrating excellent analytical skills, experience in report writing, and effective public speaking. Successful candidates will demonstrate thorough, in-depth knowledge of the principles, methods, and procedures used in adult, youth, and displaced worker employment training; program design, planning, and management. The ideal candidate will possess expertise in budget preparation, fiscal management, and grant preparation and administration. Candidates must be knowledgeable and skilled in principles of supervision, personnel management, human resource planning and staffing, and policy development/implementation. In addition, the successful candidates must be skilled in navigating, in a highly transparent manner, the dynamics of political, community, and committee processes.

A bachelor's degree in public or business administration or related field, including coursework in organizational management, personnel administration, finance and accounting is required. Qualifying

experience for this position may include five years of broad, progressively responsible design and implementation of employment training programs under WIA/WIOA, including subcontracting and direct program operations. Preferred credentials include fields related to workforce development, career development, career coaching, etc.

Equal Opportunity: The WDB seeks a candidate who can make contributions in an environment of cultural and ethnic diversity. The WDB provides reasonable accommodations for the disabled.  
Compensation and Benefits: \$65,000-\$80,000

**The Region:** The region's strategic location in the U.S. Mid-Atlantic Region, along with its excellent transportation network are key assets. Interstates 95 and 85 run through the middle of the region, with I-295 running parallel to I-95 around Richmond and Petersburg. Both I-295 and Route 288 provide eastern and western linkages to I-64. The region boasts a strategic Mid-Atlantic location. The cities of Richmond VA, Washington DC, Baltimore MD, Philadelphia PA, and Charlotte NC are all within a 250-mile radius.

The region consists of the counties of Dinwiddie, Greensville, Prince George, Surry, Sussex and the cities of Colonial Heights, Emporia, Hopewell, and Petersburg. Petersburg plays host to Virginia State University which provides a wealth of cultural offerings. In Virginia, cities and counties hold distinct, individual identities.

**Application & Selection Process:** Resumes, Cover Letters, and Response to Supplemental Questions (see below) may be submitted electronically in PDF format to: Jasmine Gore, Chair of the Crater Region Chief Elected Officials at [admin@vcwcraterregion.com](mailto:admin@vcwcraterregion.com)

Deadline: Open until filled, priority consideration will be given to applicants that have submitted applications by May 14, 2021

**Required Supplemental Questions:**

1. Please describe your experience interfacing with a workforce development board, its executive committee, and other agencies/board such as a County Board of Supervisors or City Council.
2. Describe your experience interacting and or directing coordinating with a large group of strategic partners and/or stakeholder groups.
3. Describe your experience directing the development of WIOA policy, procedure, and record-keeping systems specifically.
4. Describe your experience directing the development of workforce systems.
5. Describe your experience with working with data such as labor market projections.
6. Describe your experience with administrative oversight to include personnel, financial, strategic planning and day-to-day operations.
7. Describe your experience with oversight of local/state/federal mandates.
8. Describe your experience managing internal and external audits for compliance and the resolution of findings.