

**Position: Workforce Investment Manager for Business Engagement  
Workforce Investment Council**

The Workforce Council is hiring a Workforce Investment Manager for Business Engagement, and I'd appreciate your assistance sharing this opportunity with your networks. We are seeking a senior leader to join our growing organization to lead our newly established Business Engagement team. This team will develop strategies and lead coordination of workforce system partners as we establish a healthcare sector intermediary and streamline how we support employers seeking the talent they require to grow and thrive.

The WIC is looking for someone who is excited to build out this work and who will bring an understanding of, and experience working in, the private sector in the District. An ideal candidate is a strong relationship-builder, understands workforce development, and enjoys working in a dynamic and fast-paced environment.

The position is posted on [www.careers.dc.gov](http://www.careers.dc.gov) (Position #11698) and will close this weekend.

Job ID

11698

**Location**

2235 Shannon Place SE

**Full/Part Time**

Full-Time

**Regular/Temporary**

Regular

**Date Opened**

11/19/2020

**Area of Consideration**

Open to Public

**Grade**

14

**Type of Appointment**

MSS - Reg Appt

**Minimum Rate**

\$107,843.00

**Target Openings**

1

**Date Closed**

12/02/2020

**Agency**

GW

Deputy Mayor for Education

**Department**

GW10000000

Deputy Mayor for Education

**Bargaining Unit**

CH11

**Maximum Rate**

\$150,979.00

**Available Openings**

1

**General Job Information**

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**Job Summary**

This position is located in the Office of the Deputy Mayor for Education (DME) within the Workforce Investment Council (WIC). The mission of the WIC is the development, implementation, and continuous improvement of an integrated and effective workforce investment system for the District of Columbia. The Workforce Investment Manager (Business Engagement) is responsible for building a core strategic function within the District's workforce system, focused on supporting inclusive, equitable economic growth by better-coordinating industry and talent development needs. The desired impact is to create a space for the businesses to inform workforce system knowledge of current and future occupational opportunities and trends, co-develop and advance innovative, equity-focused, data-informed solutions to talent pipeline needs and challenges.

**Duties and Responsibilities**

Build effective relationships with external and internal workforce system partners, industry partners, business leaders, workforce and educational agencies and institutions, economic development organizations, Chambers of Commerce, philanthropy, organized labor, and elected officials to help identify shared priorities, develop a shared plan, and assist in implement partnership priorities. Develop standards, practices, and processes to improve collaborative business engagement and establish industry partnerships within the workforce system. Convene a group of high-level stakeholders responsible for launching sector-specific programs and initiatives.

Cultivate a strategic, results-oriented team with a strong sense of camaraderie that effectively convenes industry and workforce partners and translates the input into the workforce development strategy.

Support and cultivate learning and continuous improvement among a team of workforce system partners so that opportunities, outcomes, and needs of the District's industry-focused programs and services are consistently supported and addressed.

Establish, monitor, and study performance measures to impact both industry and the District's workforce positively. Evaluate the industry-driven strategies to ensure they achieve equitable outcomes across the District's diverse communities. Actively identifies proven and promising practices carried out in other areas and recommended projects based on replication feasibility. Assist in the establishment of workforce system policies and procedures and the coordination of services.

### **Qualifications and Education**

Candidate must possess at least one (1) year of specialized experience equivalent to the MS-13 grade level in the District of Columbia government service or its non-District equivalent, which demonstrates the ability to perform the position's duties.

Specialized experience is experience directly related to the position and has equipped the individual with the knowledge, skills, and abilities to perform the duties of the position, such as:

- Mastery knowledge of the Workforce Investment Act, and other District and federal laws, rules, codes, and regulations governing workforce development programs and services.
- Mastery knowledge of issues, concepts, and practices related to domestic workforce development or community economic development.
- Expert knowledge of local, regional, and national labor market information, data, and landscapes.
- Expert knowledge of a wide range of qualitative and quantitative analysis and methods for gathering, evaluating, interpreting information and data for the assessment and improvement of program effectiveness, or the improvement of complex management processes and systems.
- Expert knowledge of and skill in problem-solving, negotiation strategies, and project management.
- Demonstrated track record of successfully leading and operationalizing industry-driven workforce development strategies with equity and racial justice lens especially needs in communities of color, immigrant communities, and the 14 Workforce Innovation and Opportunity Act (WIOA) priority populations.
- Demonstrated ability to work with businesses across sectors, identify both short- and long-term talent needs, and successfully execute identified solutions.
- Excellent oral and written communication skills sufficient to advise and consult with a variety of executives and managers, present findings and recommendations, negotiate agreements and secure cooperation; and to speak and write convincingly to audiences, including outside agencies and local representatives and groups.
- Excellent interpersonal skills to establish and maintain a significant working relationship with all management officials and stakeholders.

- Expert knowledge of business and job seeker services theory and practices, project management, and program evaluation in the workforce development field.
- Ability to work with a range of audiences and stakeholders from diverse backgrounds. Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.
- Demonstrated skills and experience in providing leadership in a supervisory capacity and providing leadership in a team-based environment.
- Minimum of seven years of related experience in Business Development, Human Resources or Management, and/or Workforce Development in a strategic role overseeing, developing, and implementing complex programs with multiple stakeholders.

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### **Licenses and Certifications**

None

### **Working Conditions/Environment**

Work is generally performed in an office setting.

### **Other Significant Facts**

**Tour of Duty:** Monday – Friday 9:00 a.m.- 5:00 p.m.

**Pay Plan, Series, Grade:** MS-0142-14

**Promotional Potential:** None

**Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

**Duration of Appointment:** Management Supervisory Service - (At Will). All positions and appointments in the Management Supervisory Service serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

**Position Designation:** The position has been deemed

**Security-Sensitive.** Accordingly, the incumbent will be subject to pre-employment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

**Residency Requirement:** If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment

and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.