



OPPORTUNITY PROFILE

Chief Executive Officer

Workforce Development Council
of Seattle-King County
2003 Western Ave #250
Seattle, WA 98121

Prepared By:



About the Organization

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit, grant-making organization dedicated to creating career pathways for adults and youth through demand-driven workforce and training programs. The WDC forges relationships across industries and sectors in order to contribute to an inclusive and dynamic regional economy, in which all residents and their families thrive in careers defined by growth and self-sufficiency.

As required by the Workforce Innovation and Opportunity Act, the WDC of Seattle-King County is led by an engaged and committed board. Recognized nationally as a leader in workforce development, the WDC has experienced years of expertly staffing the workforce board and managing grants. The WDC board and staff have been central partners in helping to shape the regional workforce development transformation now occurring in Seattle-King County, and are in support of future changes to increase partnerships and services to business and job seeking customers.

Organizational Focus Areas

- **Sector Strategies** - We collaborate with diverse industry sectors to create demand-driven solutions for workforce challenges.
- **WorkSource Seattle-King County Development** - We connect industry to people, as a proud partner of the American Job Center Network under Washington State's "WorkSource" brand.
- **Youth Education and Employment** - We support young adults age 16-24 as they build careers for a viable future through education and employment.
- **Research and Innovation** - We bring innovative, trailblazing programs and initiatives to individuals and communities.

A New Path Forward – Reimagining the Workforce Development Council of Seattle-King County's Future

Over the last 12 months, members of the WDC Board of Directors, WDC Managers, and community stakeholders have participated in intense reflection and strategic planning processes in setting a new vision for the region-wide workforce development system with special focus on the WDC becoming the central workforce anchor organization for the region.

The vision for our region is to integrate the federally funded workforce system with other workforce efforts to increase the system's ability to:

- remove barriers and provide equitable opportunities for residents to obtain and grow into living wage opportunities;
- coordinate targeted educational enrichment and training to lift workforce capabilities toward greater prosperity;
- meet the employment needs of the region through innovative and collaborative partnership; and
- demonstrate a commitment to equity and inclusion that honors the rich diversity of our region and enables regional prosperity.

Workforce system investment is being made by the Chief Elected Officials (CLEO's) from King County and the City of Seattle, as well as private funders in the Council to provide coordination and needed functions for the transformation of the workforce system. These investments build the WDC's ability to focus on community participation, align diverse funding streams to regional strategies, and provide functions that benefit throughout the system, such as data and measurement, innovation pilots, thought-leadership research, and industry engagement.

Built on an existing, strong foundation, the WDC seeks to become an *industry-driven, equity-focused* workforce development system with strategic alignment across funders and stakeholders, with the goal of scaling programs and reach. For more information about the WDC's history, programs, and values, please visit our website: (<http://www.seakingwdc.org/>).

About the Position

As a creative, visionary leader, the Chief Executive Officer (CEO) will serve as chief strategist in developing and marketing a forward approach in the delivery of a globally diverse and cutting-edge workforce and learning system in King County. These efforts will result in a vibrant regional system of employment services and job training opportunities for both business and job seekers. The CEO, in concert with the Board of Directors, will shape strategies and initiatives to further WDC objectives, and will collaborate with the Executive Committee to ensure compliance under the Workforce Innovation and Opportunity Act (WIOA). They are expected to lead with an intentional focus on centering racial equity in program integration throughout the work of the WDC, while also forming partnerships and collaborative efforts with all facets of the community.

The successful candidate must have the ability to manage complex industry, community and political relationships, and effectively resolve conflicts to the benefit of all parties. The new leader will have the ability to build strategic coalitions, participate in complex collaborations, and influence strategic partners and stakeholders.

Essential Responsibilities and Functions

Organizational Leadership

- Establish operating policies and structures consistent with the vision and alignment of the new strategic vision of the WDC, and ensure the consistent execution and development of these policies;
- Provide knowledge and guidance on implementation of change management principles, methodologies, and tools;
- Serve as the primary legislative liaison and the contact for intergovernmental relations;
- Represent people of all socio-economic, educational, and professional levels, as well as the diverse populations served;
- Lead staff and manage overall operations, paying special attention to alignment with organizational priorities, goals, accountability, and priority setting;
- Provide direction and support to the management team;
- Provide leadership along with the management team and staff in identifying and making recommendations to the Board regarding strategic directions for programming and business partnerships;
- Ensure the organization has diverse staff with skills and strengths appropriate to the requirements of strategic direction and operations;
- Create and maintain an inclusive work climate that attracts, keeps, and motivates a diverse staff of high performing, team-oriented people;
- Create a positive, collaborative, organizational culture, guiding cross-team and cross- organizational efforts; and
- Effectively lead 21 current employees with the goal of programmatic and staff expansion, contingent upon programmatic and functional priorities, as well as funding.

Communications and Community Engagement

- Oversee the development of communication collateral that is culturally sensitive and engaging to the diverse audience of stakeholders in Seattle-King County, including the ability to effectively present information and respond to questions from groups both internally and externally;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret federal and state policy changes/trends and proposed legislative impacts to operations and funding;
- Initiate and maintain regional relationships with key people and organizations that support work with the Workforce Development Council of Seattle King-County; and
- Ensure an open communication environment with Board, staff, business partners, and related community stakeholder groups.

Resource Development

- Oversee policy development, grant and fund seeking, and program oversight;
- Assure the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders;
- Proactively pursue opportunities to bring in new supporters of the WDC; and
- Steward donors at all levels, consistently exploring opportunities for supporters to invest in the future of the WDC.

Financial Management

- Provide fiscal stewardship of the WDC and develop resources sufficient to ensure its financial stability;
- Provide direction and support to the Chief Administrative Officer in preparing annual and project budgets;
- Ensure accurate and timely reporting for federal contracts and reporting to the Board Executive Committee;
- Recommend annual budget for Board approval; and
- Manage the WDC's resources within budgeted guidelines and in accordance with federal guidelines.

Qualifications

Essential qualifications include:

- Proven track record of delivering results, establishing outcome measures for staff and the organization, and creating a positive, attractive working environment characterized by teamwork, innovation, and personal accountability;
- Experience with workforce development including workforce development for vulnerable populations, such as people with disabilities, people with low basic skills, and individuals with limited English proficiency;
- Knowledge of the Workforce Innovation and Opportunity Act (WIOA) preferred;
- Experience promoting job quality, including partnerships with organized labor;
- Understanding of the role of joint labor-management in workforce development strategies. Ability to partner with such groups;
- Ability to lead/provide guidance on implementation of change management process;
- Experience as an accomplished change agent who can personally generate and solicit new ideas and novel approaches from staff, the community, and industry experts;
- Political astuteness with an unimpeachable sense of integrity and honesty;
- Relevant experience in program integration of racial equity practices;
- Shared passion for the mission of the organization and the spirit of the supporting legislation;
- Ability to investigate and recognize new ways to maximize resources and leverage relationships to enhance and increase service delivery;
- Understanding technology's impact and the changing nature of the work landscape;

- Adept at developing and sustaining external relationships;
- Superior public relations skills, including public speaking and experience with media management;
- Interest in, and the ability to, become part of the Seattle-King County community, providing opportunities for dialogue and interaction from a broad range of stakeholders; and
- Graduate degree in Business Administration, Management, Organizational Leadership, or a related field is desired. Suitable experience may substitute for a degree.

Compensation and Benefits

This is a full-time position with a competitive salary and excellent benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

How to Apply

Workforce Development Council of Seattle King-County has retained Morten Group, LLC to conduct this search. Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line “WDC – Chief Executive Officer Search.” Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Application materials must be directed to the email address above. No phone calls, please. Note that due to the number of applications we receive, we will only respond to those applicants whom we would like to invite to interview for the position.

WDC is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. Applications are due **Friday, December 14, 2018**. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.