



EXECUTIVE DIRECTOR

Position Description

ORGANIZATION

Based in Albany, NY, the New York Association of Training and Employment Professionals (NYATEP) is a not-for-profit corporation serving the workforce development community throughout New York State. NYATEP partners with workforce boards, business organizations, education and training providers, economic development entities, organized labor, elected officials, and government agencies to promote the vitality of New York's workforce, our employers, and our economy.

The members of NYATEP are any entity, either private or public not-for-profit, which has workforce development as part of their organization's mission. NYATEP is an affiliate of the New York State Association of Counties (NYSAC), and staff work closely with other statewide and national associations on policy and program issues.

POSITION

The Executive Director (ED) is responsible for developing, recommending and implementing strategies and goals of the Association. As the leader and principal staff person of NYATEP, the ED reports directly to the President and the Board of Directors. S/he travels regularly to meet with members and legislative representatives, and to represent the Association at conferences, public functions, etc. The ED assists the membership with local, regional, state and federal workforce development efforts and facilitating interagency cooperation. S/he will work with the staff and membership to assure that the goals of the strategic plan are met.

RESPONSIBILITIES

Strategic Planning, External Relations and Community Building

- Design and execute a strategic business planning process for growth and sustainability
- Recommend timelines and resources needed to achieve the strategic goals
- Build partnerships with key stakeholders, establish relationships with workforce development leaders, funders, political and community leaders
- Maintain and expand the external local, state and national presence that publishes and communicates with an emphasis on the successes of locally designed and delivered workforce programs

Fiscal Management, Fundraising & Communications

- Develop new revenue generating opportunities to support NYATEP's strategic goals
- Ensure ongoing excellence and consistent quality of finance and administration, fundraising, and communications.
- Assure financial stability of the organization and communicate with the Board of Directors
- Oversee all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Be the “go-to person” for knowledge of developments and trends in workforce development, including information relating to education and economic development
- Use external presence and relationships to garner new opportunities
- Be the central spokesperson for the local workforce system in New York
- Ensure that new workforce legislation and policies are analyzed and communicated to the membership and the media.

Leadership & Management

- Develop, maintain, and support the Board of Directors; seek and build board involvement with strategic direction to achieve NYATEP's strategic goals
- Lead, coach, develop, and retain a high-performance staff, encouraging them to become leaders in the field
- Information gathering, interpretation, analysis related to Workforce, Education and Economic issues and timely dissemination to relevant stakeholders
- Actively engage and energize the membership, board members, committees, partnering organizations, and funders

Professional Qualifications

The successful candidate will have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- At least 4 years of senior management experience;
- Excellent record of organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget;
- Proven track record of being part of a leadership team managing a performance and outcomes based organization and staff;
- Experience in fund development including public, private, and foundation sources;
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth;
- Past success working with a Board of Directors with the ability to cultivate existing relationships;
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures;
- Association or membership organization experience preferred;
- Federal and state advocacy experience preferred;
- Experience in workforce development, economic development, or education in New York State is a plus

Personal Qualifications

- Unwavering commitment to quality programs and data-driven evaluation
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to develop and maintain partnerships with stakeholders that align and support objectives and goals
- Ability to use and manage social networking tools
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed leader
- Ability to travel locally, statewide, and nationally as needed
- Graduate degree in related field preferred

Competitive salary offered commensurate with experience.

To apply, email a resume together with a cover letter clearly stating how you learned about the opportunity to nyatepcareers@gmail.com

We also welcome nominations and requests for information to the same address.

NYATEP is an equal opportunity employer with a demonstrated commitment to hiring individuals who reflect the diversity of the communities it serves.