



**WILLAMETTE
WORKFORCE**
PARTNERSHIP

Business Services Director – Position Description

Updated January 15, 2018

Purpose:

The **Business Services Director** is responsible for working with the public workforce system to educate, enhance, promote and expand outreach to businesses regarding workforce development while building and maintaining vital relationships with employers in the four county region – Linn, Marion, Polk, and Yamhill. A focus on targeted sectors will result in working most directly with industry in the identified sectors to determine likely areas of growth in employment position openings, skill areas and other employer needs. Initial areas of focus will be manufacturing and health care, with involvement with transportation, logistics and warehousing, and construction.

Essential Functions (Performs functions that may include, but are not limited to the following):

- Research sector growth opportunities and projections. Recommend sector focus and strategies.
- Lead and develop sector strategies for key industries in Linn, Marion, Polk and Yamhill Counties.
- Improve industry's ability to source and evaluate qualified candidates.
- Identify skill development opportunities that lead to industry certifications.
- Lead, coordinate and participate in outreach to businesses that include occasional skills panel listening sessions and promotion of youth work experience opportunities.
- Identify and lead work on industry engagement efforts to connect job seekers to employers.
- Build and implement industry engagement plans to address business needs in the targeted sectors.
- Engage partners to work on achieving deliverables of the identified plan within each industry.
- Facilitate information sharing and partnerships among community stakeholders and the media.
- Prepare relevant funding proposals and lead a team in drafting project proposals.
- Manage projects related to industry engagement including identification of opportunities for promoting activities of Willamette Workforce Partnership and its provider's activities throughout the region.
- Represent Willamette Workforce Partnership in meetings, lectures, seminars, and presentations related to program development.
- Attend meetings related to areas of responsibility at the local, state, regional, and federal levels, as needed.
- Establish and maintain strong relationships with business, government, and educational institution leaders.
- Other duties as assigned.



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Qualifications:

Candidate should understand the principles and practices of workforce development programs and systems.

- Education requirements: must have bachelor's degree or current work experience equivalence working in project/program management, business management, economic development and/or business;
- Experience requirements: must have substantial work experience (up to 5 years preferred) in planning, developing and researching or other work directly related to program administration, public relations, business outreach, workforce development and community development;
- Knowledge of program design and community outreach;
- Strong interpersonal communication skills, strong writing skills with an ability to prepare clear, concise materials.

Demonstrated ability to:

- Manage complex projects with multiple stakeholders;
- Interact and successfully communicate with business leaders;
- Oversee state, federal grants and grant/contract management;
- Communicate professionally and effectively verbally and in writing;
- Creatively problem solve and find solutions;
- Gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and verbal formats;
- Work in partnership with other organizations and groups;
- Work with staff and community partners to coordinate project and program activities;
- Establish and meet designated timelines;
- Work independently and as a team player;
- Work collaboratively with diverse groups of individuals; and
- Show above average computer literacy and familiarity with Microsoft Office software and programs.

Additional Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver's License.
- Properly licensed and insured automobile, available for use during work hours.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm; however, occasional evening and/or weekend assignments may occur.

Compensation:

- Strong benefit package;



- Competitive salary negotiable.

Willamette Workforce Partnership is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, political affiliation or belief, or other protected status.

Send cover letter and resume to jmajor@willwp.org or mail your material to:

Willamette Workforce Partnership
626 High Street NE, Suite 305
Salem, Oregon 97301

Please have materials submitted by close of business on **February 9, 2018**.