



EXECUTIVE DIRECTOR

NEW YORK CITY EMPLOYMENT AND TRAINING COALITION

New York, New York

ORGANIZATIONAL BACKGROUND:

Every day, thousands of workforce development professionals in hundreds of nonprofit organizations change lives by giving people the tools and connections they need to achieve economic opportunity and stability. This is the work of our city's workforce system and the mission of the 200 community-based organizations, community colleges, and union affiliated training programs that comprise NYCETC.

Started in 1998 as a volunteer organization and incorporated in 2001, NYCETC has continued to grow in numbers and influence. NYCETC's technical assistance, training and policy efforts play a vital role in promoting and strengthening the city's community-based workforce system, as well as in providing access to the critical information and resources our members need to provide the highest quality direct services.

As the only membership organization focused exclusively on workforce development issues in New York City, NYCETC is one of only a few organizations of its kind nationally. NYCETC's core competencies include:

- **Advocacy** - NYCETC advocates for effective workforce development policies and adequate program funding for the system as a whole. NYCETC helps to sustain an environment that supports a high quality workforce development system that is able to meet the changing needs of New Yorkers.
- **Promotion & Support** – NYCETC connects our members to policy makers, employers, best practices, and to each other through our forums, conferences and other outreach efforts. Our educational events -- such as our Workforce Development Summit, Expo & Opportunity Awards; Workforce Development Policy Forum; Job Outlook & Trends Forum; and others -- were attended by more than 1,300 people last year and provide national caliber educational opportunities for professionals from all parts of the system.
- **Information & Communications** – NYCETC is a key resource for news, analysis and information that is essential to our members and to the broader workforce development community. Our flagship publication, NYC Workforce Weekly, read by nearly 4,000 people a week, and website (www.nycetc.org), are key tools in helping NYCETC shape the debate on important workforce development issues.

Over the last two years, NYCETC has done much to improve its ability to serve as an effective information broker. Additionally, NYCETC has positioned itself as a leading force within NYC's workforce development system and has demonstrated influence within the local system itself. The

challenge going forward is to translate this increased prominence into increased financial success, as well as increased influence amongst policy makers or elected officials, particularly on the national level. Another goal is to generate increased media presence, either directly or through the successful promotion of its members.

The current annual budget is \$550,000, and supports three full-time and two part-time staff.

THE POSITION:

The Board of Directors is looking for a creative and entrepreneurial executive director who can take the NYCETC to the next level of its development. He or she must be an extraordinary leader, who has experience working with a large group of stakeholders developing consensus around complex issues, and has a demonstrated track-record of successful fundraising and advocacy.

The successful candidate should have significant experience in economic development, workforce development, education, training and/or social services, but does not necessarily need to have an established track record in NYC. He or she should have a full understanding of what it means to run a membership association, and should have experience as an effective spokesperson.

NYCETC promotes an open, inclusive environment that emphasizes cooperation and teamwork among staff, the Board, and the membership organizations.

Specific Responsibilities:

- Serve as the lead spokesperson in promoting NYCETC's mission and objectives, communicating successfully and persuasively the vision of the organization's future in various forums.
- Create and execute fundraising strategies and perform fundraising activities to ensure that ample funds are available to carry out the work of the organization.
- In partnership with the Board, increase annual membership.
- In partnership with the Board, members, and the legislative committee, develop workforce development policy positions that are consistent with the organizational mission.
- In partnership with the Board, engage in regular strategic planning to ensure ongoing influence and relevance of the organization and its mission.
- Serve as the leading external spokesperson for the organization, effectively promoting and articulating the organization's advocacy agenda amongst the media, government and elected officials.
- Oversee and manage the organization's annual event schedule including its annual conference.
- Manage content development and production of the organization's standing publications and membership communications tools such as the website, Workforce Weekly and other information activities.
- Develop and maintain sound financial practices; work with the Board in preparing a budget and see that the organization operates within budgetary guidelines.
- Supervise NYCETC staff, ensuring that they work in concert to fulfill the mission of the organization.

Required Qualifications:

- The ability to interface with multiple stakeholders at all levels within the government, and within the corporate, foundation, and non-profit communities.
- A solid track-record in fundraising and in growing an organization of a similar size.
- A clear understanding of membership associations and how they function.
- A minimum of five years senior management experience, and experience managing organizational budgets and fiscal operations.
- Strong written and public-speaking communications skills, and experience serving as an external spokesperson.
- Knowledge and appreciation of the complex issues facing non-profit, community service organizations and educational institutions within a workforce development system.
- A Bachelor's degree required.

Preferred Qualifications:

- An advanced degree in a related field.
- Extensive knowledge of workforce development and economic development policy.
- Extensive knowledge of federal, state, and local funding sources and policies for workforce development.
- Knowledge of the NYC workforce system and its various stakeholders.

Application Information:

Interested applicants should submit resume and cover letter with salary history to the following link:

<http://cats.crenyc.org:8080/careers/index.php?m=careers&p=applyToJob&ID=18>

No fax, phone, or regular mail inquiries please.

New York City Employment & Training Coalition is an equal opportunity employer.