



## Building Bridges Across the River Job Description

Job Title: **Director of Skyland Workforce Center**

Department: Skyland Workforce Center

Status: Regular, full-time (with benefits)

Salary: \$100k-\$110k

Reports to: Vice President of Operations & Programming

Building Bridges Across the River (Building Bridges) provides residents East of the Anacostia River access to the best-in-class facilities, programs and partnerships in arts and culture, economic opportunity, education, recreation, health and well-being. Building Bridges Across the River (Building Bridges) envisions a future in which the residents East of the Anacostia River experience vital, thriving communities characterized by social, cultural, economic and racial equity. In order to combat past and current structural inequities, Building Bridges develops and manages facilities and programs in Wards 7 and 8 including the Town Hall Education Arts Recreation Campus (THEARC), THEARC Farm, THEARC Theater, 11th Street Bridge Park, and Skyland Workforce Center. Building Bridges first facility was THEARC, which at 203,000 square feet represents the largest social service, multisector, nonprofit collaboration in the country.

### About the Skyland Workforce Center

Skyland Workforce Center (Workforce Center), a project of Building Bridges Across the River, is a collaborative of nonprofit organizations providing employment-related services in southeast Washington, DC. Our mission is to engage individuals, businesses, government, and community-based organizations to provide a range of services and opportunities that can lead to economic self-sufficiency. In collaboration with our nonprofit partners, we offer a continuum of programs and services to connect job seekers to resources that help them alleviate barriers, build marketable skills, and obtain and retain employment. Together, we provide high-quality workforce development programs in one location, leading to work-ready employee candidates, career focused job placement, and improved quality of life.

### Position Summary

The Skyland Workforce Center (SWC) Director oversees the operations of the Skyland Workforce Center, including programming, operations, fundraising, staff supervision and partner and employer engagement. This position requires excellent organizational skills, fundraising experience, and a commitment to workforce development, as well as the ability to work with a wide range of individuals, including job seekers, nonprofit service providers, DC government staff, construction managers, employers/businesses, and other stakeholders. The Center Director is responsible for maintaining a collaborative spirit among all partner organizations providing services on-site, with the goal of offering high quality programs and services to all who seek assistance at SWC.

### Responsibilities:

- Provide day-to-day management of Skyland Workforce Center
- Create a welcoming and supportive environment for participants and staff
- Create and maintain a collaborative working environment among SWC partner organizations, while also managing the Center's relationships with partner providers
- Establish and maintain relationships with businesses and employers that have need for workers in construction, environmental services, food service, hospitality, and other related fields
- Oversee and execute fundraising strategies in partnership with the Building Bridges Development Team
- Develop and manage the annual budget for the Skyland Workforce Center
- Perform community outreach to publicize Center resources and identify potential participants, partner providers, and employers

- With the Office Coordinator, outline and implement operational policies and procedures for the Center, including safety procedures for staff and participants
- Develop programs in collaboration with partner providers to meet participant needs
- Meet regularly with partner providers and staff to evaluate goals, improve collaboration and monitor progress
- Work with SWC Leadership Council on policies, direction, strategies, fundraising and public relations for the Center and provide monthly progress reports to the Council
- Ensure that participant needs are being effectively met, and identify gaps in services and programs or processes to close the gaps
- Work directly with SWC participants, in conjunction with the Employment Specialist, to help them find employment and access services
- Continue to refine and improve the metrics used to measure the Center's impact and effectiveness, and track participants' progress and achievements by analyzing collected data and outcomes, and oversee reporting to funders, the Leadership Council, and Building Bridges leadership
- Working with the Office Coordinator, coordinate training at Center, both training provided by partners and training provided directly by Center staff: schedule classes, recruit students, hire instructors, and administer training classes
- Organize and manage events at the Center
- Oversee financial operations of Center and prepare routine budget and expense reports
- Work with other workforce providers and city agencies to increase collaboration and information-sharing in DC workforce system

**Commented [DM1]:** This is the first reference to an Employment Specialist. Is this the same position as the case worker referenced in the bullet above?

#### **Career Experience:**

- Masters-level education in non-profit or business management, human resources, social services, adult education, workforce development, or relevant discipline; or equivalent applicable work experience
- Minimum of 3-5 years of senior nonprofit management experience and demonstrable interest in workforce development
- Minimum of 3 years of fundraising experience
- Collaborative leadership style and prior supervisory experience
- Knowledge of local resources on job training, education, and other assistance programs such as mental health services
- Strong relationships with local and locally based national businesses, preferably in the fields of environmental services, hospitality, retail, food service, and construction
- Outstanding customer service orientation
- Superb communication, interpersonal, and writing skills
- Exemplary problem-solving and analytic skills
- Progressive and creative thinker
- Strong organizational skills
- Ability to work independently
- High degree of energy and motivation
- Advanced Microsoft Office skills, such as PowerPoint, Excel, and Word, as well as experience with databases, Salesforce preferred
- Prior experience working in DC Wards 7&8, and/or DC resident preferred.