



**Workforce Program Manager**

Ithaca Area Economic Development (IAED) is seeking a Workforce Program Manager to implement and oversee workforce development programming that addresses the needs of local employers by aligning community partners and resource providers while also creating opportunities for the un- and underemployed. This novel position will work as part of a collaborative team, providing leadership for all aspects of tactical level workforce programming. This individual will work under the direction of the Director of Workforce Innovation, with input from employers and other stakeholders, to cultivate and steward partnerships and design and embed programs with community partners. Special emphasis will be placed on facilitating job placement and supports.

IAED is a private non-profit economic development organization serving Ithaca and Tompkins County. It is New York State's first and only nationally Accredited Economic Development Organization; one of only 75 across North America. Since 1964, IAED has worked to create a supportive business environment that attracts, grows, and retains businesses that provide high-quality employment. IAED provides direct services to businesses, engages in strategic partnerships across key sectors to support business growth, coordinates initiatives that improve the local economy, and serves as administrative agent for the TCIDA. IAED is co-located with the Tompkins County Workforce Development Board.

**Essential Duties and Responsibilities:**

- Deliver IAED's workforce programs with input from staff, employers, and community partners.
- Work with employers to facilitate job placement and supports for program participants and develop candidate profiles for target positions.
- Serve as liaison between HR and hiring managers with participating employers; ensure effective engagement and solicit input into program implementation, hiring/placement, and program adjustments.
- Provide technical assistance to community and educational partners to support capacity-building and innovation.
- Assist in development and implementing strategies and programming designed to help develop strong talent pipelines/candidates for IAED's workforce programs.
- Assist the Director of Workforce Innovation in managing contracts with partners and vendors.
- Manage data collection among community partners and participating employers.
- Participate in program evaluation and grant writing and administration.

The ideal candidate will be forward-thinking and outcome oriented, capable of establishing and maintaining productive relationships with community partners, resource providers, and employers. An understanding of issues related to poverty and joblessness and a demonstrated passion for developing solutions are essential. Has organizational skills including the ability to manage multiple projects and details simultaneously. Ability to engage in strategic planning is preferred. Other qualifications include 2-4 years of experience in workforce, community development, or social services. Education in a related field will be considered in lieu of experience. Must be willing to work in collaboration with colleagues and partners and open to a fluid and evolving scope of work.

IAED offers a close-knit work environment, competitive compensation, and a generous benefits package that includes health and dental insurance, a retirement plan with employer contribution, and professional development opportunities. IAED is an EOE; candidates with diverse backgrounds are encouraged to apply. IAED maintains a 35-hour work week with occasional morning and evening meetings and some flexibility to work remotely. Travel to meet with businesses and partners, primarily within Tompkins County, is required. Salary range is \$55,000-70,000 depending on experience. Position is open until filled.

Candidates should submit a cover letter, resume, and three (3) references with contact information addressed to Heather D. McDaniel, President, Ithaca Area Economic Development at [info@IthacaAreaED.org](mailto:info@IthacaAreaED.org).