



# Ithaca Area Economic Development

February 26, 2025

## Workforce Development Manager

Ithaca Area Economic Development (IAED) is seeking a Workforce Development Manager to oversee recruitment efforts for industry-led workforce programs, ensuring broad access and engagement, particularly among historically underrepresented and economically disadvantaged communities. This position will collaborate with community partners to develop an inclusive assessment and referral process and serve as the primary liaison for supportive services. The position will work closely with the Director of Workforce Innovation to develop and implement an initiative aimed at improving access to transportation-related supportive services, ensuring that individuals facing systemic barriers can participate fully. In addition to program oversight, this role will focus on increasing program visibility within the Southern Tier region. The Workforce Development Manager will be responsible for designing and implementing a rural recruitment strategy to improve engagement across the region. This position will also be responsible for expanding and strengthening partnerships with community organizations to enhance program impact.

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:

- **Talent pipeline development** – Lead rural recruitment efforts, develop an assessment and referral process, and increase program visibility through outreach and engagement.
- **Community partner engagement** – Serve as a liaison between workforce programs and partners, expand the community partner network, and foster collaborations with service providers and educational institutions.
- **Supportive services coordination** – Work with the Director of Workforce Innovation to develop an initiative aimed at improving access to transportation supportive services, maintain an inventory of supportive services, and connect participants to essential resources.
- **Data collection and evaluation** – Support data collection efforts among program partners and assist with program evaluation activities as needed.
- **Grant writing and communications** – Contribute to grant applications and funding proposals, and provide data and content for reports, funder communications, and outreach materials.

The ideal candidate is a strong relationship-builder who thrives in community collaboration and engagement. They understand supportive services, rural workforce challenges, and strategies to improve engagement. A self-starter who is outcome-oriented, they can work independently while taking direction when needed. They excel in a fast-paced environment, managing multiple projects with attention to detail and problem-solving skills. Candidates should have 2-4 years of experience in workforce development, case management, or program coordination, though relevant education may be considered in lieu of experience. Flexibility, teamwork, and openness to an evolving scope of work are essential.

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).