



American Lightweight Materials
Manufacturing Innovation Institute

Position: Director of Education & Workforce Development Programs

Department: Program Delivery

Reporting To: CEO & Executive Director

Job Location:

LIFT ALMMII Headquarters

1400 Rosa Parks Blvd

Detroit, MI 48216

Scope of Work & Purpose:

Performs advanced professional and managerial work planning, organizing, and directing the education and workforce development activities at LIFT.

An employee in this class plans and directs the various LIFT EWD programs in accordance with laws and program guidelines. Employee is involved in full range of managerial duties including long and short-term program planning, budgeting, procurement, grants, and establishing procedures and standards that govern the administration of the service delivery. Work also includes working with executive management to set policy direction and priorities, coordinating and facilitating working relationships with various foundational boards, governmental agencies, other service providers, business community, employers, community colleges and other educational institutions. Work also involves supervising staff, developing vision and mission, communication, motivation, staff development, and related management activities. Determining program effectiveness and recommending changes to program administration are on-going components via the active management of the P/L of the EWD programs. Work is performed in accordance with state and federal guidelines and organizational policies and procedures. Work is performed under the general guidance of the CEO & Executive Director.

RESPONSIBILITIES

- Leads and participates in the development of policy, vision, and mission and related program design of the LIFT EWD programs; works with foundational boards, staff, and other related agencies in collaboratively planning, implementing and executing program delivery; collects necessary data and client and partner input to conduct program evaluation and leads in program re-design to increase program effectiveness.
- Performs some personnel related functions including recruitment and selection, performance coaching and evaluation, training, staff development, motivation, communication and building shared vision.
- Oversees and actively participates in grant development and administration, budget development, procurement, and related fiscal monitoring and reporting; coordinates with LIFT fiscal staff as needed.
- Works with a wide variety of community and governmental agencies, educational institutions, employers, businesses, and other groups to identify comprehensively needs and strategies; markets programs; promotes community education and awareness related to training and employment issues.
- Leads in developing five-year plans, policies, and strategies; develops contracts; provides technical guidance.

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313-309-9003



- Participates in Rapid Response activities for worker dislocations.
- Manages the procurement processes for WIA and other Services Contracts; supervises and reviews the monitoring process that assures contract performance and regulatory compliance.

PREFERRED QUALIFICATIONS

Desirable Education and Experience

- Graduation from college or university with a master's degree in human services, psychology, social work, public administration or related field and considerable experience of a progressive responsible nature in management of employment and training programs; or an equivalent combination of education and experience. Must have experience running and accountability of a P/L.

Knowledge, Skills, and Abilities

- Thorough knowledge of law and policies governing WIA related laws, programs and guidelines and administrative requirements.
- Thorough knowledge of the principles, practices and regulations related to employment and training programs.
- Knowledge of the principles of program planning, design, and evaluation.
- Considerable knowledge of the physical, economic, and social characteristics of the manufacturing sector.
- Considerable knowledge of the application and use of information technology to programming, program evaluation, monitoring, and reporting.
- Considerable knowledge of organizational policies and procedures related to personnel, budgeting, and purchasing.
- Skill in the use of meeting facilitation, negotiation, mediation, collaborative conflict resolution and problem-solving.
- Ability to effectively and efficiently supervise a program and staff including all related functions associated with personnel, program administration, budget monitoring, and evaluation.
- Ability to provide leadership in the development and communication of mission, vision, program goals, etc.; and create collaborative shared vision and efforts among varied related agencies in attainment of these goals.
- Ability to establish and maintain effective working relationships with agencies, local governments, private industry, general public, state agencies, and other personnel.
- Ability to build and maintain cooperative and effective public relations with the community.
- Ability to establish and maintain effective data collection and records management systems and prepare technical reports and documents.

Physical Requirements

- Must be able to physically perform the basic life operational functions of talking and hearing.
- Must be able to perform sedentary work and exert up to 10 pounds of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.



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Special Requirements

- Possession of a valid Michigan driver's license.
- U.S. citizen
- Ability to travel nationally as required, including by air

BEHAVIORAL COMPETENCIES

Customer Focus, Learning on the Fly, Intellectual Horsepower, Action Oriented, Ethics and Values, Integrity and Trust, Functional/Technical Skills, Forward Thinking, Profit/Loss accountability.

About LIFT:

LIFT, operated by the American Lightweight Materials Manufacturing Innovation Institute, is the Detroit-based, public-private partnership between the Department of Defense, industry and academia, committed to Driving American Manufacturing into the Future Through Technology and Talent Development. LIFT is funded in part by the Department of Defense with management through the Office of Naval Research. Visit www.lift.technology or follow on LinkedIn at LIFT or on Twitter @NewsFromLIFT to learn more.