



Vacancy Announcement
Executive Director

The National Association of Workforce Development Professionals (NAWDP) is seeking outstanding, creative and innovative candidates for the position of Executive Director. NAWDP is a national membership association for professionals in workforce development. NAWDP advocates for the workforce industry and develops the professional capacity of workforce professionals seeking the highest standards of excellence in credentialing, applied learning opportunities, and cutting edge tools to excel in providing a skilled workforce to meet the current and future employment needs of business and industry. The position reports to the Board of Directors and serves as the Executive Director of the Partnership Education Fund (PEF). For more information on NAWDP, please check the website at www.nawdp.org.

General Responsibilities:

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the association. Other key duties include fundraising, marketing, and external relations. Specifically, s/he will:

- Work cooperatively with Board and Staff to fulfill the mission of the association.
- Communicate effectively and provide all information necessary for the Board to function efficiently.
- Organize, coordinate and facilitate Board, Executive and Committee meetings and activities.
- Serves as chief spokesperson and liaison with other national organizations; participates in coalitions; directs public relations efforts to raise the visibility of NAWDP
- Development partnerships with Business and Industry leaders to analyze trends and make recommendations to the Board of Directors regarding best ways to address economic, skill and workforce needs
- Monitor legislation/public policy related workforce development and advise Board of Directors and members regarding appropriate action.
- Lead efforts to improve NAWDP's nationally recognized Certified Workforce Development Professional (CWDP) credential.
- Manage and develop qualified staff.
- Facilitate the planning and management of NAWDP's professional development efforts, including two national conferences and monthly virtual trainings.
- Oversee and implement resources to ensure that the operations of the association are appropriate.
- Create an annual budget for operations and coordinate with all committees to create annual budgets to be submitted to the finance committee for annual approval; provide fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the association in a positive financial position.
- Engage in fund raising and developing other resources necessary to support NAWDP's mission.

Requirements:

Qualified candidates should:

- Be strategic, collaborative and possess excellent interpersonal, verbal and written communication skills.
- Possess creative and innovative solutions and strategies to address organization and mission needs.

- Have experience in working with elected and agency officials, congressional staff, and grassroots advocates
- Goal orientated and self-directed as well as a “team player”
- Manage multiple tasks and meet required deadlines
- Have successful experience in leadership role in workforce development, or similar experience.
- Possess a strong track record in management of a non-profit, member-based organization, especially experience in board development and volunteer leadership development, as well as oversight of conference development and management.
- Possess a Bachelor degree or higher in a related field.

Position is based at NAWDP offices in Washington, DC. Cover letter and resume will be accepted through Friday, February 24, 2017. Please submit to mike@nawdp.org or via US Mail to NAWDP Executive Director Search, NAWDP, 1155 15th Street NW, Suite 350, Washington, DC 20005.