



## **Director of Workforce Development & Education Pathways**

**Background.** [Education Forward Arizona](#) is a statewide education advocacy organization dedicated to championing education as the key driver to improving Arizona's economy and quality of life. Education Forward Arizona serves as the leading voice for promoting the state's Achieve60AZ education attainment goal and a shared action plan to move the goals of the [Arizona Education Progress Meter](#) forward.

The organization's focus also includes mobilizing people and communities to advocate for policies and funding to improve educational outcomes across the Pre-K to postsecondary continuum and providing scholarships and programs that improve postsecondary attainment for Arizona's diverse student population. Learn more at [EducationForwardArizona.org](http://EducationForwardArizona.org).

**Position Summary:** Education Forward Arizona seeks a Director of Workforce Development and Education Pathways to join our team to support a multi-year grant with a key industry partner. The Director of Workforce Development & Education Pathways will engage with multiple stakeholders, including community colleges and trade schools, nonprofits, and industry leaders across Arizona, to understand the needs and barriers to addressing a critical shortage of a skilled workforce in specific high-wage/high-skills areas. The Director will accomplish this work through relationship development with institutions that offer post-high school education and training in high-skilled/high-wage/high-demand sectors, partnership cultivation, and engagement with workforce development nonprofits and high school partners. The Director will be responsible for developing and implementing a workforce development program by engaging target audiences to meet the workforce needs of a key industry partner. This position is grant-funded and contingent on continuation of funding.

We seek an innovative and collaborative candidate who can serve as a convener of community and education leaders, a thought partner, and a builder of academic partnerships throughout Arizona. The Director of Workforce Development & Education Pathways will report directly to the Senior Vice President, Chief Advocacy and Programs Officer.

### **Essential Duties and Responsibilities:**

- Engage with multiple stakeholders across Arizona to understand the needs and barriers to address a critical shortage of a skilled workforce in high wage/high skills.
- Engage in research, collaboration, and communication by addressing the needs in rural Arizona while also researching programs that have been successful nationwide.
- Engage in recruiting events to attract individuals interested in an education opportunity.
- Deliver presentations and serve as a primary representative for all academic programs.
- Serve as the primary representative and relationship builder for Education Forward Arizona with local communities in the designated region.

- Cultivate strategic partnerships with education and leadership groups, including non-profits, school districts, community colleges, career & technical trade schools, civic organizations, local governments, and the business community to advance Education Forward Arizona's mission and advocacy priorities.
- Support developing and implementing an academic program and student support services to meet a critical workforce shortage.
- Work collaboratively with other Education Forward Arizona functional team members, including Marketing and Communications, and other program and service team members working in schools and communities to leverage local engagement to advance organizational goals.
- Perform other tasks and duties as assigned.
- Ability to travel around the state as needed.

**Skills and Competencies:**

- Strong alignment with Education Forward Arizona's mission and a passion for educating about and advocating for the success of all students from early education through postsecondary.
- Bachelor's degree in Communications, Political Science, Social Work, Education, or a related field; a Master's degree is preferred.
- Minimum four years of professional experience with outreach, community relations, or a similar role, preferably with a nonprofit or advocacy organization.
- Experience conceptualizing, developing, and executing relationship cultivation and community outreach strategies.
- Experience with workforce development programs.
- Excellent written and verbal communication skills.
- Must demonstrate expert presentation skills and excellence in public speaking.
- Experience building and working in coalitions and collaborative collective impact groups.
- Knowledge of Microsoft Office Suites.
- Valid Arizona driver's license, proof of auto insurance coverage, and daily access to a reliable personal vehicle.

**Personal Characteristics Desired:**

- An experienced professional with experience developing relationships with industry and nonprofits.
- Maintains a professional appearance, exudes a positive outlook, and is willing to accept and adapt to challenges and changes.
- Exceptional organizational skills and attention to detail with accuracy and high quality of work.
- Ability to work quickly and effectively with a wide range of people.
- Creative problem solver with demonstrated ability to exercise sound judgment in the organization's interest.
- Ability to work independently and collaboratively within a team, build effective relationships, and manage multiple projects simultaneously.
- Enjoys interacting and meeting with members of the community, the public, and education leaders.
- Able to lift up to 30 lbs., if needed.

**Salary:** \$70,000 to \$75,000. Commensurate with experience.

**Job Status:** Full-time, exempt, salaried position with a benefits package, 40 hours per week.

**Job Location:** Arizona-based position with Remote and Hybrid possibilities to meet statewide objectives. US Work Authorization Required

This position is open immediately. The close date for applications is available until filled. This position is grant-funded and contingent on continuation of funding.

Visit [educationforwardarizona.org](http://educationforwardarizona.org) to learn more about our organization.

**Please combine the following documents in an email to [jobs@educationforwardarizona.org](mailto:jobs@educationforwardarizona.org):**

- Cover Letter (Statement of interest and qualifications, based on this description)
- Current resume
- Three professional references

*The statements in this description represent typical elements, criteria, and general work performed. This is a partial list of this job's responsibilities, duties, and skills. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a firmly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.*

*All employees at Education Forward Arizona must be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.*