



Job Title:	Director of Technology Partnerships	Date:	03/01/2024
Job Type:	Regular, Full-Time	FLSA Status:	Exempt
Salary:	\$70,000-75,000	Salary Group:	B-22
Reports to:	Sr. Director of Business Engagement	WIT JPID:	16471313

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ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

The Director is responsible for implementing the strategic vision and daily operations in conjunction with the WFS Senior Director of Business Engagement, partnership members, and community leaders. The Director's primary responsibilities are leadership, organizational management, and community building. Works under the direction of the WFS Senior Director of Business Engagement with moderate latitude for the use of initiative and independent judgment.

The Director of Technology Partnerships will use a collaborative approach to meet employer demand for a diverse, highly trained tech workforce. The Director will:

- Utilize the principles established in the [Next Generation Sector Partnership model](#) and the [U.S. Chamber of Commerce Foundation Talent Pipeline Management Initiative](#) to maintain a Technology Sector Partnership comprised of employers, educators and community support partners
- Lead as the backbone representative for the [Austin Coalition for Technology Collaboration \(ACTC\)](#) and convene the partner workgroups around the priority topics including workforce and training, community cohesion, local and global research, and infrastructure
- Leverage labor market information to make decisions and engage partners by utilizing and creating reports such as the Workforce Solutions Capital Area's [Austin Area Technology Talent Labor Market Study](#) and the [Texas Talent Experts Report Addressing the Tech Talent Shortage](#)
- Raise awareness of the tech workforce development pipeline, including entry-level jobs and career advancement opportunities
- Expand the post-secondary education pipeline for tech training and support secondary education initiatives and activities that provide tech career awareness to students
- Broker relationships with other community partners and government agencies who support workforce development in the tech industry
- Raise financial resources and leverage strategic relationships in support of partnership goals
- Clearly communicate the ACTC's mission, goals, and accomplishments

EXAMPLES OF WORK PERFORMED

(This list should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related duties other than included in this job description.)

- Identify and/or recruit at least five (5) tech employer champions to lead the advancement of the Austin Coalition for Technology Collaboration (ACTC).
- Manage the daily operations of the ACTC. Responsibilities will include, but are not limited to, updating distribution lists, setting meeting dates, creating agendas, facilitating discussions, and distributing notes
- Develop a 24-month work plan for ACTC that includes short-and long-term deliverables, milestones, and outcomes. Establish strategies, tactics, and metrics with participating members
- Update ACTC activities and employer engagements in HubSpot
- Track and report progress to the ACTC and to Workforce Solutions' leadership.
- Create a governance structure for the ACTC that is vetted and adopted by employer partners
- Create and oversee working groups or subcommittees as needed
- Solicit funding to support the formation and growth of ACTC
- Support and standardize process for workforce training programs in the tech industry

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Education and experience equivalent to a bachelor's degree, preferred
- Experience in the tech field, preferred
- Experience in project management, event planning, and grant management, preferred
- Experience and education may be substituted for one another. (Experience requirements may be satisfied by full-time experience or the prorated part-time equivalent.)

Knowledge, Skills, and Abilities

- Direct experience working with workforce and/or educational institutions from the public, private or non-profit sectors, preferably in Central Texas
- Ability to foster a culture of collaboration both within and outside of the organization
- Approachable with an open communication style
- Strategic thinker who is quick to learn and respond to new information
- Strong computer skills including proficiency in Word, PowerPoint, and other Office applications
- Familiarity with HubSpot or similar customer relationship management tools
- Strong organizational and time management skills
- A high level of integrity, trust, and cultural sensitivity

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local and in-state travel required; some out-of-state travel may be required
- Must be legally eligible for employment in the United States
- May be subject to a background check (verification of education, employment, references, and criminal background)

WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).