



**Job Title:** Director of Technology Partnerships  
**Date:** 5/11/21  
**Type of Posting:** Internal (3 days) and External  
**Salary Range:** \$58,614 – \$68,047  
**WIT JPID:**

**Salary Group:** B-22  
**FLSA Status:** Exempt

**To apply:** Email your résumé & cover letter to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com)

### 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 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 launch and maintain a Technology Sector Partnership comprised of employers, educators and community support partners
- Formulate and present recommendations based upon Workforce Solutions Capital Area’s [Austin Area Technology Talent Labor Market Study](#)
- 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
- 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 Partnership’s mission, goals, and accomplishments through a variety of mediums

The Director is responsible for implementing the strategic vision and daily operations in conjunction with the 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 Senior Director of Business Engagement with moderate latitude for the use of initiative and independent judgment.

#### **EXAMPLES OF WORK PERFORMED**

- Identify and recruit at least five (5) tech employer champions to lead the formation of the Technology Industry Sector Partnership. Additional outcome metrics measuring meaningful business engagement to be established upon hire.
- Manage the daily operations of the Partnership. Responsibilities will include, but are not limited to, updating distribution lists, setting meeting dates, creating agendas, facilitating discussions, and distributing minutes
- Develop a 24-month work plan for Partnership that includes short-and long-term deliverables, milestones, and outcomes
- Establish strategies, tactics, and metrics with participating members
- Update Partnership activities in HubSpot
- Track and report progress to the Partnership and to Workforce Solutions' leadership.
- Create a governance structure for the Partnership 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 the Partnership
- Leverage partnership opportunities with the Austin Chamber, Austin Technology Council, Austin Urban Technology Movement, and other relevant coalitions

#### **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)