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Job Title: Director of Manufacturing Partnerships

Date: 5/2/2022

Type of Posting: Internal & External

Salary Range: \$70,000 - \$75,000

Salary Group: B-22

FLSA Status: Exempt

To apply: Email your résumé & cover letter to hr@wfscapitalarea.com.

ORGANIZATION AND PURPOSE

Austin Regional Manufacturers Association (ARMA) is a trade group working to improve the regional manufacturing community. Our members include major companies like Samsung, Tesla, Applied Materials, NXP, Flex, Infineon, ICU Medical and many small and medium size manufacturers. ARMA's mission is to strengthen the Central Texas manufacturing community through advocacy, workforce development, and networking.

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

Attracting and maintaining talent is the number one challenge facing manufacturers. As Director of Manufacturing Workforce Partnerships, you will be a critical link between industry, training providers (ACC, TSTC, Skillpoint Alliance), school districts, and community stakeholders. The role has significant visibility and will allow you to develop a broad network.

The Director is responsible for implementing the strategic vision and daily operations of ARMA's workforce initiatives in close coordination with Workforce Solutions Capital Area. You will be responsible to metrics provided by both organizations. The Director's primary responsibilities are leadership, organizational management, and community building. This role reports to ARMA's executive director with moderate latitude for the use of initiative and independent judgment.

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

- 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 Advanced Manufacturing Sector Partnership comprised of employers, educators and community support partners
- Formulate and present recommendations based upon WFS's [2018 Manufacturing Education and Training Asset Mapping](#) and ARMA's [2017 Central Texas Manufacturing Workforce Study](#)

- Raise awareness of the manufacturing workforce development pipeline, including entry-level jobs and career advancement opportunities
- Expand the post-secondary education pipeline for manufacturing training
- Support secondary education initiatives and activities that provide manufacturing career awareness to students
- Broker relationships with other community partners and government agencies who support workforce development in the manufacturing 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

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)

- Build relationships with manufacturers and ensure they stay involved with the Central Texas Manufacturing Partnership (CTMP).
- Track capacity and participation of area workforce programs focused on manufacturing.
- Lead committee meetings.
- Organize and maintain a committee of ISD Career and Technical Educators.
- Present information about the manufacturing sector to teachers, counselors, and parents.
- Manage the daily operations for CTMP. 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 CTMP that includes short-and long-term deliverables, milestones, and outcomes
- Establish strategies, tactics, and metrics with participating members
- Update CTMP activities in HubSpot
- Track and report progress to the CTMP and to Workforce Solutions' leadership.
- Create a governance structure for the CTMP 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 CTMP
- Support and standardize process for workforce training programs including the Certified Production Technician (CPT) Training and CNC Machinist Apprenticeship

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Education and experience equivalent to a bachelor's degree, preferred
- Experience in the advanced manufacturing or CTE work or convening employers, preferred
- Experience in project management, event planning, and grant management, helpful
- 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)